

# Matching Gifts

You donate,  
we double it

## Xcel Energy will match your gifts to charitable organizations and institutions of higher education

### How it works

Xcel Energy will double your gifts to eligible organizations, as follows:

- Qualified nonprofit organizations with 501(c)(3) Internal Revenue Service (IRS) status; and
- All post-secondary, two- and four-year public and private colleges, universities, graduate/professional schools and seminaries located in the United States.
- All full and part-time employees and retirees are eligible to participate in the Matching Gifts program. Contract or temporary employees, spouses, family members and employees on leave are not eligible.
- In accordance with IRS regulations, donations must be philanthropic gifts to the organization, without any financial or material benefit to the donor.

### Gifts to Nonprofit Organizations

Gifts of \$50 or more will be matched up to \$750 per calendar year for each participant. Matching funds will be granted only to qualified nonprofit organizations that present a 501(c)(3) IRS determination letter to Easymatch, our matching gift vendor.

#### Ineligible gifts

- Gifts to private foundations, churches or public or private K-12 schools
- Pledges, bequests, gifts to individuals, in-kind gifts (e.g. gifts of stock, artwork, livestock, payment of insurance premiums and real or personal property)
- Gifts to political campaigns or to influence legislation
- Gifts to the United Way or other federated giving campaigns (these are matched automatically; you need not complete this form)

- Gifts that benefit individuals, such as financial aid, tuition, books or student fees
- Pledges, third-party or pooled gifts

### Gifts to Higher Education

Gifts of \$50 or more to higher education will be matched up to \$2,000 per participant per calendar year.

#### Ineligible gifts

- Gifts that benefit specific individuals, such as financial aid, tuition, books or student fees
- Athletic, recreation or social events
- Pledges, third-party or pooled gifts
- Payments to umbrella organizations.

### How can I participate in the Matching Gifts program?

There are two ways to donate and have your gift matched:

#### Online

1. Employees or retirees may request matching gifts through a quick, user-friendly, online request process at the Xcel Energy Matching Gifts Program web site <https://www.easymatch.com/xcelenergy>.
2. Log in to the website with your user id and password. If you do not have a user id, you can retrieve one from the Easymatch website.

#### Using this paper form

1. Complete Part I on the back of this form and send it with your check to the designated organization. (Additional forms are available to employees on XpressNET.)
2. The nonprofit organization will verify your gift and send the form, along with a copy of its 501(c)(3) determination letter from the IRS, to Easymatch for processing.

### Easymatch sends matching gift payments to nonprofits monthly.

Matching Gifts forms received by the end of each month are processed by the end of the following month.

Matching Gifts must be submitted within one year of the gift date. Requests received after that time will not be honored. Receipt of the gift will be verified by the organization.

### View your Matching Gifts history

For more information, please visit <https://www.easymatch.com/xcelenergy>. The website has guidelines, FAQs and the ability to view your giving history and search for charitable organizations.

### Statement of Purpose

Xcel Energy's Matching Gifts program is intended to:

- Support our employees' and retirees' investments in organizations that add value to our communities;
- Empower our employees and retirees with the responsibility for choosing how we invest charitable dollars;
- Enhance the economic vitality and well-being of the communities in our service areas.

### Ask a question

Contact the Matching Gifts Program at  
**1-866-238-7439**  
or [xcelenergy@easymatch.com](mailto:xcelenergy@easymatch.com).

*Xcel Energy reserves the right to modify the Matching Gifts program without notice.*



# Matching Gifts

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(PLEASE PRINT)

To be completed by the Xcel Energy employee or retiree

## Part One

Enclosed is my personal gift of \$ \_\_\_\_\_ I am a  Employee  Retiree (Spouses and family members are not eligible)

Name of Organization \_\_\_\_\_

Organization address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Employee Name (full name required) \_\_\_\_\_ Employee ID \_\_\_\_\_  
(required for active employees only)

Work address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
(intra-company for active employees)

Work phone ( \_\_\_\_\_ ) \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### Certification Statement

I hereby certify that: • Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. • I authorize the above-named recipient organization to report this gift to Xcel Energy for the purpose of applying for a matching gift. • My gift is a voluntary contribution. It fully complies with the provisions of the program described herein, and it does not represent in any way a fee for a service or benefit. • Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions. • I have not been nor will I be reimbursed by anyone for this contribution. I have read and understood the guidelines of the Xcel Energy Matching Gifts program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE PRINT)

To be completed by a financial representative of the recipient organization

## Part Two

To qualify for a matching gift from Xcel Energy, please verify receipt of this gift. Return this completed form and a copy of your IRS 501(c)(3) determination letter to:

**Xcel Energy Employee Involvement Programs**  
P.O. Box 8809  
Princeton, NJ 08543-8809

Forms submitted without the 501(c)(3) determination letter will not be processed.

I certify that the entire gift of \$ \_\_\_\_\_ was received on \_\_\_\_\_

Organization name \_\_\_\_\_ EIN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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