

Matching Gifts



Please Print:

EE Number
(File # on pay stub)

Last Name

First Name

Through the Matching Gifts Plan the Company is able to contribute charitable monies in the best way we believe we can - that is, to put dollars against those organizations, activities, and concerns that our employees support with their own donations. This program matches employee contributions dollar for dollar with Company money. For example, a donation of \$100 becomes \$200 with the company match allowing the charitable efforts of our employees to be doubled. The Matching Gift Program matches individual gifts from \$25 to \$600 on an annual basis.

Organization Eligibility Matching Gifts:

Employee(s) must donate with an organization that falls under the following criteria:

- A nonprofit agency with tax-exempt status under section 501c(3) of the Internal Revenue Code, or an appropriate government agency
- An organization that does not discriminate on the basis of gender, national origin, sexual orientation, age, disability, race, religion, color, marital status, or veteran status
- Eligible organizations may fall into any of the following categories:
 - Education and Youth: colleges, universities, tutoring and mentorship programs
 - Arts and Culture: libraries, zoos, museums
 - Health and Welfare: hospitals, disease research centers, community-based voluntary health organizations
 - Conservation and Environment: humane society, wildlife preservation
 - Civic and Community Activities

Employee(s) will **not** receive matching contributions for his/her efforts if activities fall under the following categories:

- Religious organizations (accredited schools associated with religious organizations, however, will be included)
- Political groups
- Events in which the employee received something in return or in which the employee received special privileges (e.g. attending a lunch/bar charity event)

Approval:

To request reimbursement for matching gifts, please complete this form with proof of your donation & W9.

I have read and agree with the policy for Matching Gifts under the Vivaki Employee Guidelines and Policies.

Personal Contributions

Personal Contributions \$ _____ Past Personal Contributions \$ _____

Company Contributions \$ _____ Past Company Contributions \$ _____

Name of Organization: _____ Past Name of Organization: _____

HUMAN RESOURCES APPROVAL

DATE

FINANCE APPROVAL

DATE

EMPLOYEE HARD COPY SIGNATURE (Sign by Hand)

DATE

Donations are a personal decision; you are not obligated to participate.

Subject: Please send all completed forms to Human Resources