

AIG Matching Grants Program

Program Guidelines

AIG will double contributions of up to \$5,000 per calendar year—two dollars for every dollar—by eligible donors and/or their spouses. The donations must be made to qualified local, national, and international institutions that qualify as tax-exempt organizations for federal income tax purposes under section 501(c)(3) of the U.S. Internal Revenue Code. Matching grants are made from the AIG Contributions Office.

When you make a **monetary contribution** to an eligible not-for-profit and then participate in the AIG Matching Grants Program, the organization receives two gifts: your donation and AIG's matching grant.

Even though you may designate that your contribution be used for a particular purpose, the matching grant will be made for unrestricted use by the recipient institution.

Who Is Eligible?

Current full- and part-time staff of AIG and its companies, and the spouse of any eligible individual.

Qualifying Gifts and Amounts

AIG will double—two dollars for every dollar—employee contributions of \$25 or more made by cash, check, or money order to eligible organizations, up to a combined total of \$5,000 per calendar year per eligible donor and/or spouse.

The corporation will not match gifts of securities, bequests, valuable articles, pledges, or volunteer time.

What Institutions Are Eligible?

Organizations that are qualified by the Internal Revenue Service as a charity having tax-exempt status under section 501(c)(3) of the Internal Revenue Code. Subject categories include – but are not limited to – the following broadly defined areas:

- Arts and Culture
- Education
- Environment
- Internal Affairs (U.S.-based and International organizations)
- Community/Human Services

What Gifts Are NOT Eligible?

Organizations that are not recognized by the Internal Revenue Service as a charity having tax-exempt status under section 501(c)(3), such as fraternal, societal, trade, or political organizations; chambers of commerce; professional membership societies; or:

- Groups that address issues by means of adversarial or confrontational tactics.
- Pledges not yet paid.
- Gifts made under testamentary bequests.
- Gifts made in lieu of tuition or its equivalent.
- Contributions required by an institution as a condition of admission or enrollment, or which are involuntary.
- Gifts in lieu of medical bills or insurance premiums.
- Payments for tickets of admission, tickets to benefits, subscription fees for tickets or publications, raffle tickets, dues, auctions, fund-raising events, or dinners.
- Loan payments.
- United Way campaigns.
- Pooling funds, such as walk-a-thons.
- Any other payments, which either standing alone, or in conjunction with the matching gift, result in the donor or a specified individual receiving a direct benefit, or payments that do not directly and currently benefit an eligible organization.
- Organizations that would represent a conflict of interest with AIG or its businesses and affiliates.
- Religious organizations, including churches, synagogues, and similar organizations.

How to Participate

1. The contributor should fully complete Part 1 of the attached matching grant form, and send it with his or her gift to the recipient institution.
2. The institution must complete Part 2 and return the form to AIG's Matching Grants Program.
3. After verifying the institution's eligibility, a check, for double the amount of the gift, will be sent by AIG (up to the maximum eligible amount).

All processing is done on a quarterly basis. After verifying eligibility, the request will be processed, and a check will be sent to the organization at the end of that payment cycle.

Completed forms received:

- January 1 – March 31
- April 1 – June 30
- July 1 – September 30
- October 1 – December 31

Funds distributed: (estimate)

- May
- August
- November
- February

Terms and Conditions

AIG establishes and interprets the rules of its Matching Grants Program. Its decisions on these matters are final.

AIG reserves the right to audit institutional records and documents pertinent to the program, and to request participant documentation it considers necessary, as a prerequisite to matching any gift under this program.

AIG should be credited for the matching grants it provides.

The program is covered by AIG's Code of Conduct, and any abuse of this program could result in the termination of the participant and disqualification of the recipient.

AIG reserves the right to amend, suspend, or discontinue its Matching Grants Program at any time without prior notice, but no amendment, suspension, or discontinuance will affect the obligation of AIG to match gifts made prior to the date of such amendment, suspension, or discontinuance.

Organizations approved in the past may not qualify for the AIG Matching Grants Program in subsequent years if new information is received regarding the loss of their tax status, or a change in their mission or programs, indicating the organization now falls outside of the AIG Matching Grants Program guidelines. However, absent such new information, previously approved organizations are likely to be approved.



Matching Grants Program

Instructions

Donor:

- Complete Part 1 of this form – one form for each gift. Please complete all fields, or processing will be delayed. *Please print or type.*
- Send the form with your **monetary contribution** to the recipient organization.

Recipient Organization:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- If this is your first request to the AIG Matching Grants Program, please enclose a copy of your Internal Revenue Service 501(c)(3) determination letter and a brief description of your organization's primary mission statement or purpose.
- Forward form to the address printed below.

Part 1 – Donor Section

DONOR EMPLOYEE NUMBER

EMPLOYEE NAME (REQUIRED EVEN IF SPOUSE MADE DONATION)

SPOUSE'S NAME (IF SPOUSE MADE DONATION)

HOME ADDRESS

CITY/STATE/ZIP

COMPANY NAME

OFFICE TELEPHONE, INCLUDING AREA CODE

WORK E-MAIL ADDRESS

EXACT DATE OF GIFT

\$ _____ \$ _____
 AMOUNT OF GIFT (MIN \$25) AMOUNT TO BE MATCHED (MIN \$25)

NAME OF ORGANIZATION

ORGANIZATION CITY, STATE

RESTRICTION OR PURPOSE (IF ANY)

*I hereby certify that I have read the guidelines set forth for the AIG Matching Grants Program and that this **monetary contribution** is fully eligible under the guidelines.*

EMPLOYEE SIGNATURE

DATE

Employee Identification Number:

For identification and authentication purposes, the AIG Matching Grants form asks you to provide your seven-digit Employee ID Number (AGLA, this is your R number).

For questions about eligibility or the status of your match, contact the JK Group, Inc. (contact information opposite), a third-party vendor that provides administration services for the AIG Matching Grants Program. For questions about the AIG Matching Grants Program, contact melissa.tafe@aig.com.

Part 2 – Recipient Organization Section

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME, AS LISTED ON 501(c)(3) DETERMINATION LETTER

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE

FAX, INCLUDING AREA CODE

E-MAIL

WEBSITE ADDRESSES (IF ANY)

DATE GIFT RECEIVED

\$ _____ \$ _____
 AMOUNT OF GIFT TAX DEDUCTIBLE GIFT AMOUNT

I hereby certify that:

- The **monetary contribution** specified in Part 1 has been received from the donor, and that this organization/program is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and that neither the donor nor AIG will derive any personal material benefit from this gift or match.
- This organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this matching grants application, I agree that this organization will not promote or engage in violence, terrorism, bigotry, or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.

AUTHORIZED OFFICER'S NAME (PLEASE PRINT)

TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER

DATE

Note: Incomplete forms will delay processing.

Mail completed form and any required enclosures to:

American International Group, Inc.
 Matching Grants Program
 PO Box 8857
 Princeton, NJ 08543-8857
 Phone: 1 (877) 831-4438
 email: aig@easymatch.com