



## Matching Gift Program

### Section I – to be completed by employee

**Instructions:** Complete and sign Section I of the form below. Mail the completed application form along with your donation check and a copy of the Anvil International Matching Gift policy to the recipient organization.

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Location and Address: \_\_\_\_\_

Cash donation amount: \$\_\_\_\_\_ (of which only \$\_\_\_\_\_ is to be matched, if different)  
Anvil International will match an employee cash donation dollar-for-dollar, up to \$2,000.00 per calendar year.

I request Anvil International to make a matching contribution on my behalf in the amount of \$\_\_\_\_\_. I have read the guidelines and believe this to be a qualified cash donation under the Anvil International Matching Gift Program.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Section II – to be completed by the recipient organization

**Instructions:** To be completed by the appropriate officer or beneficiary and returned to Anvil International Matching Gift Program, 2 Holland Way, Exeter, NH 03833.

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Tax I.D. Number: \_\_\_\_\_

I have read the guidelines for the Anvil International Matching Gifts Plan and certify that the employee donation has been received and eligibility of this school or organization meets requirements.

Organization representative name: \_\_\_\_\_

Organization representative title: \_\_\_\_\_

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

#### Company Use Only

Approved By: \_\_\_\_\_ Return Check To: \_\_\_\_\_





## Matching Gift Program

The Matching Gift Program is an important part of Anvil International's charitable giving in the United States. The program is designed to encourage eligible employees to contribute to charitable organizations, including schools and colleges. By matching employee donations, the company gives funds to employees to increase their support of non-profit organizations which reflect their own personal interests and causes.

### Eligible Employees

Active full-time employees of Anvil International and its affiliated companies on regular service at the time the gift was given are eligible.

### Eligible Organizations

All not-for-profit U.S. organizations recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the IRS Code and as a publicly supported charity under Section 509(a) of the code are eligible for matching gifts. Organizations may include arts and cultural institutions, civic and community organizations, and educational institutions.

The Revenue Reconciliation Act of 1993 imposed substantial requirements for certain charitable contributions made on or after January 1, 1994. As of that date, no deduction is allowed for charitable contributions of \$250 or more, unless the taxpayer can substantiate the contribution by written acknowledgement from the donee organization.

An alumni fund or other organization is eligible for matching funds if it is an integral part of an eligible school or is certified to transmit contributions to the school or use funds for its benefit, and provided it meets IRS tax-deductibility requirements.

As an employee, it is not necessary for you to determine if your organization is eligible for matching funds. The appropriate officer of the organization and an Anvil International representative will determine its eligibility.

### Gifts by Employees

Anvil International will match dollar-for-dollar any personal gifts you make to eligible organizations. Amounts given by employees must be at least \$25 but no more than \$2,000 (given, not just pledged) in a calendar year. You can contribute to as many organizations as you wish, so long as the total of your gifts to be matched does not exceed \$2,000 in a calendar year. Gifts may be made by cash, check or credit card drawn against personal funds.

### Ineligible Gifts

Gifts not eligible include tuition payments or other student expenses, organizational dues, subscription fees, insurance premiums, or any other payment that is not a personal gift.

### Administration

Authority to administer and interpret this program is vested in Anvil International and its determinations are final. The company reserves the right to suspend, change or end this program at any time.

### How the Program Works

The employee completes Section I of the application form on the reverse side and mails the application with their gift to the recipient organization. An authorized officer of the organization will review Section I of the application, certify its receipt and the eligibility of the institution by completing Section II and mail the application to the address given.

The company, having determined the eligibility of the organization and the employee, will then match all gifts that qualify. The company will notify the employee in writing as to when their gift was matched.

*Note to eligible organizations:*

*To comply with the Revenue Reconciliation Act of 1993, upon receipt of a gift of \$2500 or more, please provide Anvil International and the employee with the required written acknowledgement of the contributions.*

*Revised 12/2012*

