



## MATCHING DONATION REQUEST FORM

### Part I: For Employee Making Donation *(Complete this part and give form to organization.)*

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
Home Street Address                      City                      State                      Zip Code

Amount of Donations \$ \_\_\_\_\_  
*(attach copy of check or receipt)*

Organization Category (check one):

Education (Non-profit, private or public)

- College or university
- K-12 schools
- Other \_\_\_\_\_

Other Organizations

- Arts and culture
- Community and civic
- Environment
- Health and human services
- Other \_\_\_\_\_

I hereby certify that the above entries are true and accurate, and that this donation meets the conditions stated in Part III, including the stipulation that neither I nor any individual designated by me has received or will accept a benefit of more than nominal monetary value because of this donation or this request for matching by SMART. I also certify that the donation described is my personal contribution and was made from my personal funds.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

### Part II: For Organization Receiving Donation *(Complete this part and return to SMART.)*

As an authorized officer of this organization, I hereby affirm that the donation described in Part I above has been received by this organization, and that this organization is qualified to apply for matching funds under the guidelines of SMART's Matching Donation Program.

\_\_\_\_\_  
Name of Organization                      Telephone Number

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

\_\_\_\_\_  
Name of Authorized Officer                      Title

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

Return to:

**39870 Eureka Drive**  
**Newark, CA 94560**  
**Attn: Zareen Mohta**  
Community Involvement Committee  
**[E-mail: Zareen.Mohta@smartm.com](mailto:Zareen.Mohta@smartm.com)** / Fax: (510) 623-1434



### **Part III: Guidelines for Matching Donation Program**

SMART's Matching Donation Program is open to U.S.-based employees and is intended to recognize and support the important work of non-profit organizations, which are tax-exempt under the U.S. Internal Revenue Code, Section 501(c)(3), and are organizations to which contributions by individuals and corporations are deductible on their federal income tax returns. Our Matching Donation Program is designed to encourage and match employees' charitable contributions to qualified organizations.

SMART will match any qualifying donation over \$25 and up to \$2,500 annually per employee to eligible organizations.

#### Eligible Organizations / Donations

The following organizations/donations are eligible to receive matching donations from SMART:

- Accredited educational institutions, including primary, secondary, technical, and specialized schools, colleges and junior colleges, universities, and graduate and professional schools
- Community and civic organizations, such as the Lions Club or Rotary Club
- Arts and cultural organizations
- Hospital and healthcare agencies
- Social service organizations or charitable organizations that are non-profit, for example, soup kitchens, the American Red Cross, the American Cancer Society, and the American Diabetes Association
- Environmental organizations
- The United Way

#### Ineligible Organizations / Donations

The following organizations/donations are not eligible to receive matching donations:

- Religious, political, or fraternal organizations
- Athletic booster clubs; athletic scholarships; or athletics funds, foundations or facilities
- Donations solely for religious payments, tuition payments, or membership fees to alumni associations
- Dues to clubs, such as the Lions Club or the Rotary Club
- Subscription fees for publications
- Payments to organizations or institutions in return for benefits or services
- Donations for the private benefit of specified individuals

#### Donation Criteria

□

To qualify for a matching donation, the employee's donation must meet the following conditions:

1. The donation must be an actual donation, not just a pledge.
2. The donation must be made directly to the eligible organization.
3. SMART's Matching Donation Form must be used.

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*SMART may modify, suspend, or terminate the Matching Donation Program at any time. The interpretation, application, and administration of the Matching Donation Program shall be determined by SMART's Community Involvement Committee, whose decision shall be final.*

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