

## WELCOME TO THE ONLINE MICROSOFT MATCHING GIFT FORM

For your convenience, you may also complete your matching gift request online through the NEW Online Employee Matching Gift Tool located at [HTTP://GIVE](http://GIVE).

*To use this form, please follow the instructions below:*

1. Complete Part A by tabbing through each field starting with the organization name.
2. Print the form and sign where indicated in Part A.
3. Send the form (page 3) to the organization with your gift. Include your Microsoft Company Store receipt if you are donating product.
4. The organization will fill out Part B of the form and return it to the address indicated on the form.
5. Or if you prefer to fill out the form by hand, you may print the form (page 3), fill out Part A, and follow instructions 3 and 4 above. Pre-printed matching gift forms are also available from your building receptionist.

### WHO CAN GIVE

If you've been a domestic employee at Microsoft for at least six months, you're eligible for the Microsoft Matching Gifts Program. Interns, co-ops, temporaries, vendors, and contractors are not eligible for this program.

### HOW MATCHING GIFTS WORKS

Dollar for dollar, Microsoft will match up to \$12,000 per calendar year in contributions you make to United Way or other funding federations, eligible charitable organizations, or educational institutions. Microsoft will match gifts of cash, personal checks, credit cards, securities with a quoted market value, or Microsoft products. Eligible employees must make contributions of personal gifts of \$25 or more. The contribution must be actually paid, not pledged, and gifts must have been made within the last 12 months to qualify for a matching gift.

**Gifts of products.** If you choose to donate Microsoft products at this time, you can have Microsoft match your gift in the following way:

- The dollar amount equal to the employee price of the product

**Only in-kind gifts of Microsoft products are eligible for a matching gift.** All other in-kind gifts, such as computer equipment (new or used), office supplies, furniture, land, vehicles, any services such as printing or postage donated by the employee do not qualify for a matching gift. While you may purchase an ActiMates product at the Company Store, due to limited availability, Microsoft will not be able to match your gift with another ActiMates product; it can however be matched with other Microsoft product or cash.

**Gifts of stock.** If you choose to donate stock, Microsoft will match the dollar value of the stock at its fair market price on the date that the actual transfer of stock occurs.

## MANY ORGANIZATIONS ARE ELIGIBLE

Matching Gifts is designed to honor the diversity of employee giving at Microsoft by supporting a broad spectrum of organizations and institutions.

Microsoft will match your gifts to:

**Charitable organizations** with a Department of Treasury 501(c)(3) public charity status. Microsoft does not match gifts to private foundations, charitable gift funds (donor advised funds), political organizations or religious organizations. Microsoft will consider matching gifts to religious organizations when the gift is designated to an ongoing secular community service program sponsored by these organizations and does not propagate a belief in a specific faith. These programs must have a formal mission and separate program budget. Further, the benefits of the gift must not be limited exclusively to the organization's members. Some examples of these types of programs are homelessness projects, food banks, shelters, and literacy programs. Microsoft will only match gifts originating from the employee's personal funds.

**Educational institutions** including private and public degree-granting colleges and universities, two-year colleges, graduate and professional schools, technical and specialized schools, seminaries and theological schools, and publicly and privately supported primary and secondary schools. Microsoft will also match gifts to tax-exempt alumni funds, foundations, and associations whose exclusive purpose is the support of one of these educational institutions. Parent Teacher Associations (PTA) which are recognized by the IRS as tax exempt under section 501(c)(3) are also eligible. *Please note that only charitable deductions to these institutions are eligible for matching gifts and that tuition payments cannot be paid directly or indirectly through this program. The Matching Gift Program will verify with the institution that your donation was not for tuition purposes.*

**Funding federations**, such as United Way, that provide financial support and advocacy for a group of member non-profit agencies. Federations must also have 501(c)(3) public charity status.

**Community foundations** with a 501(c)(3) public charity status. Matches to Community Foundations will be considered if the foundation provides a mission statement as well as a letter indicating that Microsoft funds will be distributed according to Microsoft Matching Gifts guidelines. Please contact [MS@EasyMatch.com](mailto:MS@EasyMatch.com) for specific instructions.

## TO REQUEST A MATCHING GIFT

Complete Part A of the form and mail it, along with your gift, to a qualified organization. The organization will complete Part B and return the entire form to the Microsoft Matching Gifts Program. Matching checks are distributed quarterly. The dates the matching forms must be received by the Matching Gifts Program in order to be included in the next quarter's matching check disbursement are below.

### Date Form Must Reach Office

March 24<sup>th</sup>

June 10<sup>th</sup>

September 24<sup>th</sup>

December 24<sup>th</sup>

### Quarterly Payment Dates

April 30<sup>th</sup>

July 31<sup>st</sup>

October 31<sup>st</sup>

January 31<sup>st</sup>

