

**Bostik, Inc.**11320 Watertown Plank Road  
Wauwatosa, WI 53226**Matching Gift Program****Please Complete all Areas of Part A Including Date of Gift and Signature (Please Print Legibly)**

Associate Information: Last Name \_\_\_\_\_ Middle Initial \_\_\_\_ First Name \_\_\_\_\_

**PART A Donor:** Please complete Part A and forward this entire form to the institution with your gift**Organization Receiving Gift:**

Complete Name of Recipient (Do Not Abbreviate) \_\_\_\_\_

Organization Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ - \_\_\_\_\_

**Gift Information:** *Cash Gifts Only* - A minimum of \$50 and maximum of \$500 is eligible for matching gift.Exact Date of Check / Gift \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount (Cash or Check) \$ \_\_\_\_\_ . \_\_\_\_\_  
Month Day Year Dollars Cents

I certify that I have read this document and that my gift is a personal contribution in compliance with the terms and conditions of the program and understand that if this application contains false, deceptive, or misleading information I may be subject to loss of program eligibility.

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date Signed**Applications Must Be Complete and Signed Before Processing, If Incomplete/Unsigned It Will Be Returned****PART B Donee:** Please complete Part B and mail this entire form to Matching Gift Program c/o Bostik, Inc.**Certification of Receipt of Gift****TAX-DEDUCTIBLE PORTION OF GIFT**\$ \_\_\_\_\_ . \_\_\_\_\_  
Dollars Cents\_\_\_\_\_  
Federal ID #**FIRST TIME REQUESTER** If this is the first time you are participating in the Bostik Inc. Matching Gift Program, please attach a copy of your 501 (c)(3) tax ruling letter issued by the Federal Internal Revenue Service, your current 990 tax filing financial statement, brochure or other materials describing your organization's activities and phone number.\_\_\_\_\_  
Name of Organization (as shown on 501 (c)(3) letter) If Different From Part A

I verify the receipt of the above described gift and certify that we are a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code, that no direct tangible benefit will accrue to the donor, any member of the donor's family, or anyone designated by the donor and that the gift will be used to support the primary objectives of the organization. I further understand that Bostik, Inc. reserves the right to audit our records and documents pertaining to this program and to request supporting donor documentation it considers necessary.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date Signed\_\_\_\_\_  
Phone Number

Name/Title (Please Type or Print) \_\_\_\_\_

Street Address Where Matching Gift \_\_\_\_\_  
Should Be Sent (If different from above)

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ - \_\_\_\_\_

**Please complete all applicable areas of PART B. Incomplete Applications Will Be Returned.**

## Bostik, Inc. Donations Program Employee Volunteerism

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

Date: \_\_\_\_\_

As part of the Bostik, Inc. Donations Program, a donation will be made to the organization(s) of the employee's choice for volunteer work performed on an annual basis from December 1st through November 30th as follows:

20 - 50 hours	\$250
50 - 100 hours	\$500
over 100 hours	\$1,000

List below the number of volunteer hours worked. A signature of a representative of each Organization is required to verify the volunteer hours worked.

Name of Organization	# Hrs. Worked	Organization Signature	Title	Phone Number

Total Hours Worked \_\_\_\_\_

Total Donation Allowance \_\_\_\_\_

Donation Amt.: \_\_\_\_\_ Organization: \_\_\_\_\_

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

\_\_\_\_\_

Donation Amt.: \_\_\_\_\_ Organization: \_\_\_\_\_

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

\_\_\_\_\_

All organizations listed above must meet the criteria of the Bostik, Inc. Donations Program. Please include proof of the organization's tax exempt status when you send this form to [hrdata@bostik.com](mailto:hrdata@bostik.com)

This form must be received by Human Resources no later than December 1st of each year for a donation to be made in that year.