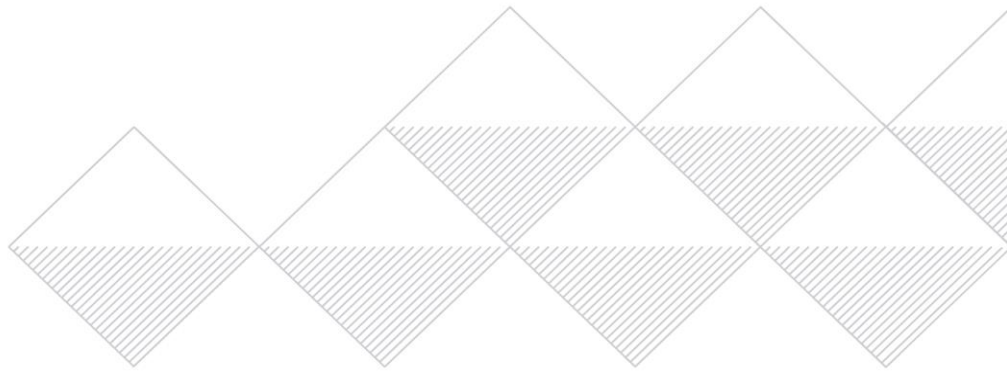




U.S. Matching Gifts Program Guidelines

It is important to Fitch Group to support our employees in their contributions to worthy causes. To provide this support, we offer the Matching Gifts Program. Administered by Fitch Ratings' Human Resources Department, the program matches 100% of each dollar of your gift to eligible charitable organizations, up to \$1,000 per calendar year or a maximum match of \$1,000. The minimum tax deductible gift eligible for matching is \$50.

Fitch Group' Philosophy of Giving:

Fitch Group's matching gifts program supports charitable organizations and programs whose mission and operations are broad and non-discriminatory, or whose activities address social needs or benefit underserved groups and communities. We also reserve our support to those organizations that exhibit appropriate efficiency in their operations and high integrity in the stewardship of their assets.

Who can participate?

U.S. regular, full-time and part-time employees of Fitch Group. Pre and post-employment contributions are not eligible. Only contributions submitted by eligible Fitch employees during their period of employment are eligible. Ineligible individuals include but are not limited to interns, contract employees and temporary employees.

Which organizations qualify to receive eligible matching gifts?

Organizations founded and operated exclusively for charitable purposes (including educational, scientific or religious) are eligible recipients of donations, provided they are located in the U.S. or one of its possessions; qualify for exemption from federal income tax under Section 501(c)(3) of the U.S. Internal Revenue Code; and are generally eligible to receive tax-deductible contributions.

Ineligible organizations include but are not limited to:

Fitch Group will not provide funds for: organizations serving a political or lobbying purpose (campaign, committee or other organization accepting donations / gifts for political purposes); non-religious organizations with a written policy of discrimination based upon sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by local, state and or federal law; organizations where the mission or operations of which are inconsistent with Fitch Groups' Philosophy of Giving.

What contributions are eligible?

Contributions must be made by the employee directly to an eligible institution in the form of cash, check or credit card. The minimum tax-deductible gift eligible for matching is \$50.

What contributions are ineligible?

A gift must be paid, not simply pledged, directly to an eligible organization. Ineligible contributions are: purchases of goods and services, payment of individual or group competition fees, trips, outings, retreats, daycare, camps, tuition and student fees, gifts of stock, real, personal, other property, other non-monetary item, crowdfunding platforms for personal campaigns (*certified charity campaigns under Section 501(c)(3) are eligible*), in-kind gifts (auction items, gift baskets, etc.) or the portion of the donation that resulted in personal benefit, such as event tickets at a charity event and cumulative gifts from several individuals reported as one contribution.

How the program works:

The employee should:

- ◆ Complete Part A of the Matching Gifts form
- ◆ Mail the original form, with the donation and any other necessary documentation, to the charitable organization of choice that meets the criteria listed in the guidelines.

The recipient organization should:

- ◆ Complete Part B of the Matching Gifts form

The organizations' authorized officer must verify the donation, sign the application and return the form, copy of the organization W9 and completed ACH authorization form to: **Jessica Lilly**: jessica.lilly@fitchratings.com

There will be one payment each quarter to eligible organizations for applications received in the previous quarter. The matching gift form must be submitted and received no later than three (3) month after the exact date of gift noted on the form (*exemption requests will be reviewed on a case by case basis*). Matching gift requests received during the latter part of the year (Oct, Nov, Dec) will be processed during the first quarter of the next year.

Program Administration:

Fitch Group may, at any time, exercise the right to change, suspend or terminate the Matching Gifts Program. Fitch Group is responsible for the Program's interpretation and administration, and their decision shall be final. Fitch Group reserves the right to audit any gift-related records of individuals and organizations, and to request any supporting documentation it considers necessary to evaluate the validity of any Matching Gifts request.

U.S. Matching Gifts Program Guidelines

Instructions:

Donor:

- ◆ Complete Part A of this form – one for each gift. Please print or type.
- ◆ Send this form with your contribution to the recipient organization.

Recipient Organization:

- ◆ Verify receipt of gift.
- ◆ Complete Part B of this form. Please print or type.
- ◆ If this is your first matching gift request to the Fitch Group Matching Gifts Program, please attach:
 - A copy of your **IRS 501(c)(3)** determination letter or **W9 form**.
 - A brief description of your **organization's mission statement or purpose**.
 - The **ACH form** attached.

The match will not be processed without the required forms.

- ◆ Forward form and all attachments to the email addresses printed below.

Part A – Donor Section

Employee Name

Department & Location

Home Address

City/State/Zip

Business Telephone (including Area Code)

Business E-mail Address (optional)

Exact Date of Gift

\$ _____

Amount of Gift (Min \$50)

\$ _____
Amount to be Matched (Min \$50) (Max \$1,000)

Type of Gift (please check one):

Cash ☐ Check ☐ Credit Card ☐

Name of Organization Receiving Gift

Organization's City, State

I certify that my gift is a voluntary contribution, paid by cash, check, or credit card and not merely pledged. I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution and that it does not represent, in any way, a fee for a service or benefit. I have read and understand the guidelines of the Fitch Group Matching Gifts Program attached to this form, and I certify that my gift fully complies with its provisions.

Donor Signature

Date

Mail completed form with your contribution to the recipient organization.

Part B – Recipient Section

Organization Name

Address

City/State/Zip

Telephone (including Area Code)

Fax (including Area Code)

E-mail Address

Web Site (if any)

_____ \$ _____
Date Gift Received Amount of Gift

I verify receipt of the charitable gift described by the donor, and I hereby certify that this is a non-profit organization/program that meets all of the eligibility requirements of the Fitch Group Matching Gifts Program, and that contributions to it are tax-deductible under Section 501(c)(3) of the Internal Revenue Code. Neither the donor nor Fitch Group will derive any personal material benefit from this gift or match. This gift is a voluntary charitable contribution that fully complies with the guidelines of Fitch Group matching gifts Program attached to this form.

Authorized Officer's Name (please print)

Title (please print)

Signature of Authorized

Officer Date

Email completed form and any required enclosures to: **Fitch Group Matching Gifts Program**

Jessica Lilly

E-mail: jessica.lilly@fitchratings.com

Danelis Rajkovic

Email: danelis.rajkovic@fitchratings.com



**Electronic Funds Transfer
ACH Authorization Form**

(Please include W9 Form with ACH Authorization Form)

Vendor Information	
Vendor Name	
Vendor Contact	
Telephone	
Street Address	
City, State, Zip	
Tax Payer ID	
E-mail Address for Payment Notification	
Vendor Bank Information	
Bank Name	
Bank Branch (if available)	
Swift/BIC Code (if available)	
IBAN number (if applicable)	
ACH Bank ABA Routing Number (9 Digits)	
WIRE Bank ABA Routing Number (9 Digits)	
Bank Account NUMBER	
Bank Account NAME	

With your authorization below, you authorize Fitch, Inc. to initiate credit entries to the account listed above. You agree that the ACH transactions will be governed by the National Automated Clearing House Association (ACH) rules. This authority is to remain in effect until Fitch, Inc. has received written notification of termination in such time and such manner as to afford Fitch, Inc. a reasonable opportunity to act on it. In no event shall Fitch, Inc. be held liable for any special, incidental, exemplary or consequential damages as a result of the delay, omission, or error of an electronic credit entry, even if Fitch, Inc. has been advised of the possibility of such damages. You are required to provide Fitch, Inc. prompt written notice regarding the initiation, change, or termination of any relationship in which you authorize a Third Party to receive payment from Fitch, Inc. on your behalf. Payments made by Fitch, Inc. to a Third Party you authorize within this form to accept payments on your behalf shall satisfy any payment obligation from Fitch, Inc. to you and shall constitute payment in full for such obligation. This agreement shall be governed by the laws of the State of New York.

**Authorized
Signature:**

Date:

Print Name:

Title:

If at all possible, please include a copy of a voided check.

Please email completed form to: vendorsetup@fitchratings.com