



# Honda R&D Americas, Inc.

## Matching Gift Program

### Helping Your Community

#### Honda's Community Support Philosophy

An important part of Honda philosophy is to be valued as a member of the community, and to effectively participate in advancing our communities socially, economically and educationally. A significant portion of this philosophy is devoted supporting the communities in which our associates live and work.

Honda R&D Americas, Inc. (HRA) has established a Matching Gift Program to recognize associates' support to nonprofit charitable organizations within their communities.

#### Matching Gift Program

HRA will match donations 50 cents on the dollar to eligible organizations. The minimum associate donation that will be matched is \$50. The maximum personal donation that will be matched is \$1000. (For example, if you donate \$1000 to an eligible organization Honda will donate \$500.)

You may donate to as many eligible, non-profit organizations as you desire in a fiscal year (April 1 - March 31), but the maximum total of your donations matched by HRA cannot exceed \$1000.

All gifts must be personal contributions directly from the eligible associate and must be paid by personal check, cash or credit card. **You must supply your donation or proof of your donation to the recipient organization with this application. Your proof of donation may be in the form of an official receipt from the organization, a copy of your cancelled check or copy of your credit card receipt.** The Company will not match the value of securities, personal services, personal property, real property or testamentary gifts.

#### Associate Eligibility Requirements

To be eligible for the HRA Matching Gift Program, the donor must be a regular, full-time or part-time HRA associate and must have worked at HRA for a minimum of 90 days.

#### Organizations Eligible for Matching Gift Support

Eligible organizations include not-for-profit institutions and organizations located in the United States that are recognized as having tax-exempt status under Internal Revenue Code Section 501(c)(3).

For the purpose of this program, the following definitions apply:

- IRS Final Determination Letter 501(c)(3)  
Organizations which qualify as nonprofit and charitable receive from the Internal Revenue Service a letter which determines their non-profit, tax-exempt status. The numerical code of this letter is 501(c)(3).
- If you do not know the status of an organization to which you would like to donate money, simply ask them for their 501(c)(3) status. Additionally, each organization will be required to submit their IRS Determination Letter to Honda for review prior to receiving any Matching Gifts.

A nonprofit organization which is in the IRS Advance Ruling Period and has not yet received a Final Determination Letter from the IRS is not eligible for the HRA Matching Gift Program.

#### ● Community

Only those organizations incorporated and operating within the United States will be eligible for the Matching Gift Program. Organizations operating outside the United States are not eligible.

#### ● Eligibility

The eligibility of nonprofit, tax-exempt, charitable organizations to receive Matching Gift Program will be at the sole discretion of Corporate Services which will review all applications for Matching Gifts.

#### Organizations Recognized under the Matching Gift Program are:

- Arts and cultural organizations that contribute to the community.
- Colleges, universities, technical, professional, and K-12 schools that support the education needs of the community.
- Organizations with a health-related focus that contribute to the community. Hospitals that support the healthcare needs of community.
- Environmental organizations (conservation, wildlife preservation, etc.)
- Community based social services (animal shelter, child welfare, shelters etc.)

#### Organizations Not Eligible for Matching Gift Support

The Matching Gift Program does not cover organizations ineligible for contributions under any state or federal law, religious organizations or affiliates, political organizations or think tanks and/or organizations that represent a conflict of interest with Honda R&D Americas, Inc. or an affiliated company.

The Matching Gift Program will not match gifts to United Way campaigns and other federal fund drives or to institution outside the United States

#### To Apply for the Matching Gift Program

To apply, complete the Associate Donor Section on the attached application and submit the application together with your donation to the recipient organization. The recipient organization must complete the application, attach a copy of their 501(c)(3) Final Determination Letter from the IRS, proof of your donation and return the forms to Honda R&D Americas, Inc.

Upon receipt, HRA will review the application to determine whether or not a gift will be matched. Applications are reviewed on a quarterly basis and processed accordingly.

#### Administrative Conditions

A separate application must be completed for each Matching Gift. HRA must receive the completed Matching Gift application from the recipient institution no later than 90 days after the date of the associate donor's gift. A gift will not be matched unless the organization has received a Final Determination Letter from the IRS approving their not-for-profit, 501(c)(3) tax exempt status. An organization in the Advanced Ruling Period is not eligible for a Matching Gift.

Matching Gifts will be paid on a quarterly basis.

The associate donor will be advised in writing coinciding with the Matching Gifts Program payment schedule, if the request has been approved or declined and why.

The aggregate amount of company funds available for the Matching Gift Program and Volunteer Program is \$50,000 per fiscal year. Once that total is reached, ALL Programs will be closed for the remainder of that fiscal year.

#### Additional Information

HRA encourages associates to make personal donations to eligible, charitable organizations, but participation in the Matching Gift Program is truly voluntary and is not required as a condition of employment.

HRA reserves the right to determine whether or not a gift will be matched, only gifts made in the current fiscal year are eligible for matching. Further, the Company reserves the right to suspend, change, revoke or terminate the Matching Gift Program at any time.

## Honda R&D Americas, Inc. Matching Gift Program Application

**Associate Donor Section - to be completed by the Associate.**

When completed, submit this application together with your donation  
(or donation receipt) to the recipient organization.

**Please print or type all requested information.**

Associate Name: \_\_\_\_\_

Associate Number: \_\_\_\_\_

Division: \_\_\_\_\_

Department: \_\_\_\_\_

Hire Date (Month/Day/Year): \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Organization's Telephone Number: \_\_\_\_\_

Recipient Organization's Goals and Objectives:

Which Matching Gift eligible organization have you selected?

(Check only one per application)

☐ Arts/Culture ☐ Education ☐ Health ☐ Environment ☐ Community

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

Contribution Amount: \$ \_\_\_\_\_

Read the following paragraph carefully and sign and date the  
application where indicated.

I will receive no tangible benefit for my gift contribution and the  
organization, noted above, does not discriminate on the basis of race,  
sex, creed or color. My gift is voluntary and made from my own  
resources.

Associate's Donor Signature

Date

Mail this entire brochure, with donation (or donation receipt), to the  
recipient organization. They will complete the remainder of the  
application.

## Honda R&D Americas, Inc. Matching Gift Program Application

**Recipient Organization section – to be completed by the  
Organization.**

Please complete all requested information. **Attach to this  
application, a copy of your IRS Final Determination Letter or  
nonprofit status 501(c)(3) and a proof of Associates'  
contribution.**

**Send the completed application with all requested  
documentation within 90 days of the date of the associate  
donor's gift to:**

Honda R&D America's Inc.  
Matching Gift Program, Corporate Services  
21001 State Route 739  
Raymond, OH 43067-9705

**On behalf of your organization, please certify that:**

You have read and understand the description of Honda  
R&D's Matching Gift Program.

You did receive the financial gift in the amount noted by our  
associate. If the associate has not attached proof of donation,  
please provide a receipt when submitting completed application  
to Honda R&D Americas, Inc.

The gift complies with all our guidelines applicable to your  
organization.

Your organization is designated tax-exempt by the Internal  
Revenue Service under Section 501(c)(3) of the Internal Revenue  
Code.

You received funds \$ \_\_\_\_\_ from the associate on \_\_\_\_\_  
(Date)

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

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

Organization's Telephone Number: \_\_\_\_\_

Organization's Objectives: \_\_\_\_\_

Organization's Executive Director (or Comparable Official):

(Print or Type Name & Title)

Signature

Date

## Honda R&D Americas, Inc. Matching Gift Program Application

**Recipient Organization section – to be completed by the  
organization.**

The Corporate Services Department is interested in learning more  
about the demographics of the recipients of our philanthropy in an  
effort to improve and learn from our applicants about the needs  
facing the socially and economically disenfranchised. We ask that  
you help us with this task by completing the target population  
evaluation section that follows.

**Please provide a breakdown of the ethnic demographics of the  
population your organization serves. If you do not collect the  
information, please estimate it to the best of your ability.**

☐ African American/Black \_\_\_\_\_ %

☐ Asian/Pacific Islander \_\_\_\_\_ %

☐ Caucasian \_\_\_\_\_ %

☐ Hispanic/Latino \_\_\_\_\_ %

☐ Native American \_\_\_\_\_ %

☐ Other \_\_\_\_\_ %

Total \_\_\_\_\_ %

**Send the completed application with all requested  
documentation within 90 days of the date of the associate  
donor's gift to:**

Honda R&D America's Inc.  
Matching Gift Program, Corporate Services  
21001 State Route 739  
Raymond, OH 43067-9705

Questions:  
Contact Rachel Willingham  
937-309-2677 or [rwillingham@oh.hra.com](mailto:rwillingham@oh.hra.com)