



## Employee Matching Gift Program Transmittal Form

### Part B: Please print or type

Recipient Organization: Mazda North American Operations matches employee donations of up to \$500 per year to accredited post-secondary institutions and scholarship funds. Please complete the information below and return Part A and Part B to:

Mazda North American Operations  
Human Resources Division: Attn.: Matching Gift Program  
P.O. Box 19734, Irvine, CA 92623-9734

I hereby certify that this grant is not in payment of any fees, in lieu of tuition, is not for athletic purposes, nor for any personal benefits to the donor, and that this organization is qualified to receive tax-deductible charitable contributions under the Internal Revenue Service Code. [Attach to this form a copy of your IRS Final Determination Letter of Non-profit Status 501(c)(3).]

The donation described in Part A, made by \_\_\_\_\_ was received on (month, year, day) \_\_\_\_\_

Amount of gift \$ \_\_\_\_\_ (Please deduct any taxable portion)

Name of receiving officer \_\_\_\_\_ Signature \_\_\_\_\_

Name of recipient organization \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I hereby certify that this gift is not in payment of any fees, in lieu of tuition, is not for athletic purposes, nor for any personal gain.

For Office Use Only: Please Do Not Write Below This Line.

Match Amount \_\_\_\_\_ Date Check Mailed \_\_\_\_\_ Employee Acknowledgement \_\_\_\_\_

Mazda North American Operations  
Human Resources Division: Attn.: Matching Gift Program  
P.O. Box 19734, Irvine, CA 92623-9734

To:

**The Mazda  
North American Operations  
Matching Gift Program**

MNAO is pleased to offer a matching gift program for the funding of qualified educational institutions. Through participation in the program, employee donations to educational institutions and scholarship funds will be matched dollar for dollar up to \$500 per year per employee.

**Program Eligibility**

All full-time employees are eligible to participate in the program.

**Qualified Institutions**

- Non-profit private or public two-year and community colleges, four-year colleges, graduate and professional schools and vocational schools within the United States. Must be listed by Barrons Profile of America, the most recent issue of Higher Education Directory, and/or Accredited Institutions of Postsecondary Education of the American Council on Education.

- A Scholarship Fund or other organization is eligible if it is either an integral part of an eligible educational institution or appropriately certified as an organization that will transmit contributions received by it to the institution or use them for its benefit.

The educational institution or other organization, to be eligible must be recognized by the Internal Revenue Service as an organization to which deductible charitable contributions may be made.

**Eligible Gifts**

- MNAO will match, one-to-one, qualified gifts that are actual contributions (not pledges).
- Grants may be made to more than one institution.
- Individual contributions will be matched from a minimum of \$25 and a maximum of \$500 per employee in any one calendar year.

- Donations over \$500 will be matched up to \$500.
- Donations must be made by check or money order.

**Ineligible Gifts**

- Gifts which return benefits to the donor such as: memberships, admission fees, tickets, etc.
- Gifts to support athletic programs, fraternities, sororities or alumni organizations.
- Third-party organizations or fund drives such as by fraternities, sororities or alumni organizations.
- Gifts to primary schools, secondary schools, or non-accredited schools.

**How To Apply**

- Complete Part A and send it with your check or money order to the eligible institution.
- The recipient organization completes Part B and returns it to MNAO.
- MNAO will send a matching payment to the recipient organization. Donations will be matched twice yearly, in April and August.
- If you wish acknowledgement of your donation, complete Part C and return it to Corporate Human Resources, Attn.: Matching Gift Program.

MNAO reserves the right to amend, expand, suspend or terminate this program at any time. The interpretation and administration of the program (including eligibility of institutions) shall be determined by MNAO and its decision shall be final. If you have any questions about the matching gift program, please contact Human Resources.

**Employee Matching Gift Program Transmittal Form**

Part A: Please print or type

Employee: Please complete Part A and, together with your contribution, forward the entire form to the recipient organization.

Date of gift \_\_\_\_\_ Amount of gift \$ \_\_\_\_\_

Name of institution \_\_\_\_\_

Address \_\_\_\_\_

I hereby certify that this gift is not in payment of any fees, in lieu of tuition, is not for athletic purposes, nor for any personal gain.

Employee Name \_\_\_\_\_ Department \_\_\_\_\_

Social Security Number \_\_\_\_\_ Employee Signature \_\_\_\_\_

Date of Hire \_\_\_\_\_ Home Address \_\_\_\_\_

Matching Gift Program  
Part C

Employee: Please fill in your name and address on the opposite side of this part and deliver to MNAO Human Resources.

Your gift of \$ \_\_\_\_\_ to \_\_\_\_\_ has been matched at the level of \$ \_\_\_\_\_ by Mazda North American Operations. Thank you for your support.

Mazda North American Operations  
Human Resources  
Date: