



Matching Gift Program

The McMaster-Carr Supply Company Matching Gift Program is designed to augment your support to eligible charities with additional contributions. Contact Benefits with questions at benefits.administration@mcmaster.com or call (630) 600-2220 7am to 5pm (CST).

ELIGIBLE INDIVIDUALS

1. All full and part-time employees and their spouses.
2. All retired employees (retired at or after the age of 55 with at least ten years of service) and their spouses.

ELIGIBLE CONTRIBUTIONS

- To qualify, gifts must be personal contributions actually made, not merely pledged, nor bundled with gifts from others. Cash, credit card and marketable securities sent directly to the institution or via the internet are eligible.
- McMaster-Carr will match the tax-deductible portion of contributions made to eligible organizations. *Donations made from June to December 2020 will be matched at 150% instead of 100%.*
- McMaster-Carr will donate up to \$5,000 per employee per year. Each gift must be at least \$25. Qualified grants under the Dollars for Doers Program will count towards the \$5,000 annual maximum.
- Your contribution may be limited to a specific purpose or left unrestricted. However, all matching gifts from McMaster-Carr are unrestricted and are intended to help meet the needs of the institution.

ELIGIBLE ORGANIZATIONS

- To qualify, recipient organizations must be located in the U.S. and be recognized as a tax-exempt, public charity under Section 501 (c)(3) of the Internal Revenue Code. Generally, eligible organizations are non-political and open to full non-discriminatory public participation. The Matching Gift Program intends to match donations to the following types of organizations (examples include but are not limited to):

Health & Human Services:

- » Hospitals, health or disease prevention agencies
- » Welfare and youth organizations
- » Shelters for the disabled and homeless
- » Soup kitchens & food banks
- » LGBTQ support services

Arts/Cultural:

- » Museums of art, science, and history- including the tax deductible portion of membership costs
- » Public libraries, television or radio
- » Orchestras, dance, opera and choral groups

Education:

- » Accredited U.S. post secondary degree granting academic institutions – professional, undergraduate or community colleges
- » Technical schools
- » Literacy and tutoring programs
- » Educational/Scholarship Funds (provided donor does not designate a specific individual as recipient)

Civic/Other :

- » Animal welfare
- » Conservation
- » Community revitalization and volunteer services

EXCLUSIONS

Some examples of organizations or types of gifts that do not qualify for the Matching Gift Program include:

- Contributions in lieu of tuition, books, or other student fees
- Theological or religious educational institutions (e.g. seminaries)
- Elementary schools, secondary schools, preschools and day care centers where your children attend
- Non-scholastic programs such as athletics or stadium construction
- Alumni groups whose funds are not distributed to affiliated eligible institutions
- Clubs, fraternities, or sororities
- Religious places of worship (e.g. churches, mosques, synagogues, temples) or religious organizations whose sole mission is evangelizing
- "Bundled" contributions from non-employees for fund raising activities (e.g. Marathons, Bike-/Walk-A-Thons, etc.)
- Bequests
- Publications or subscription fees

FORM INSTRUCTIONS

Employees:

- Make a contribution to an eligible organization and complete **Part A** of this interactive pdf.
- Email the entire form to the organization.

Organizations:

- Complete **Part B** and email this form to matching.gift@mcmaster.com.

ADMINISTRATION

The McMaster-Carr Matching Gift Program is administered by the Benefits Department. McMaster-Carr reserves the right to change or discontinue this program at any time. The interpretation, application and administration shall be determined by McMaster-Carr and its decisions will be final.

PART A. TO BE COMPLETED BY THE MCMMASTER-CARR EMPLOYEE/SPOUSE/RETIREE

Please carefully read the rules governing the Matching Gift Program on the previous page.

By completing this form, I authorize the institution/organization to report this gift to McMaster-Carr Supply Company under the Matching Gift Program, and affirm this is a personal gift that is not combined with other gifts and will not be used to fulfill payment of services or tuition.

FIRST NAME	LAST NAME	BRANCH	Employee	Spouse	Retiree
			If spouse, list employee's name:		
HOME ADDRESS		DATE OF GIFT		GIFT AMOUNT	\$
NAME OF ORGANIZATION					DONOR'S PREFERRED CONTACT EMAIL OR PHONE NUMBER

PART B. TO BE COMPLETED BY A FINANCIAL OFFICER OF THE INSTITUTION/ORGANIZATION

OFFICER NAME	TITLE	OFFICER EMAIL ADDRESS	
FED TAX ID#	GIFT AMOUNT	WORK PHONE NUMBER	NAME OF ORGANIZATION
	\$		
ORGANIZATION ADDRESS			
WERE GOODS OR SERVICES, INCLUDING TUITION OFFSET OR MEMBERSHIP, PROVIDED?		If yes, list the tax deductible portion of the gift:	TAX DEDUCTIBLE PORTION OF GIFT
Yes No			\$

I certify that the gift above has been received and we have disclosed any goods, services, and tuition offset provided. I further certify that this organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

Please list McMaster-Carr gifts as "anonymous." For tax purposes, all Company gifts over \$250 require written receipt on organization letterhead.

OFFICER'S SIGNATURE	DATE
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Please email completed form to matching_gift@mcmaster.com.

BENEFITS USE ONLY

					Amount
					If the donation was made June - December 2020, multiply the gift amount by 150%.
New Vendor	Peer Reviewed By	Benefits Approval	Management Approval	Final Approval	
Yes No					
					Date Received