



Mercedes-Benz

Mercedes-Benz USA Matching Gift Program Description

Mercedes-Benz USA encourages employee involvement in the community through support of eligible non-profit organizations by offering a Matching Gift Program. Through the Program, Mercedes-Benz USA will match contributions up to a total maximum of \$200 per Employee for the calendar year, with a minimum of \$25 per organization.

Eligibility

All Full-Time and Part-Time Mercedes-Benz USA Employees in good standing

Procedure for Matching Gift Program:

1. Mercedes-Benz USA Employee completes and signs Part A of the Matching Gift Program application form, available from the Corporate Giving Department, and transfers monetary contribution along with application form to the recipient organization.
2. Upon receiving the Mercedes-Benz USA Employee's contribution and Matching Gift Program application form, the recipient organization verifies contributor's information, completes and signs Part B of the Matching Gift Program application form, then mails completed original application form with a copy of the contributor's check or confirmation of contribution and verification of IRS non-profit tax status to:

**Mercedes-Benz USA, LLC
Diversity & Inclusion – Matching Gift
One Mercedes-Benz Drive
Sandy Springs, GA 30328**

E-mail: MatchingGift@mbusa.com

3. When the Diversity & Inclusion Team receives the completed application form with the required documents and signatures, the matching gift request undergoes the evaluation process to determine eligibility, based on Corporate Giving Guidelines. If the request is approved, a matching contribution from Mercedes-Benz USA is made to the organization, dependent on the available funds in the Matching Gift Program.
4. **It is the Employee's responsibility to ensure that the completed application form and documentation is received by the Corporate Giving Department from the organization for processing.**

Target Areas

Mercedes-Benz USA considers requests for support primarily in four target areas:

- **Education** – Educational institutions or organizations that support higher education, primary and secondary education.
- **Health** – Organizations that promote or provide health services or address health issues.
- **Community** – Organizations that provide a broad range of social and human services on a community basis.
- **Arts** - Organizations that promote enjoyment and understanding of the visual arts, performing arts, and the humanities.

Eligible Organizations:

- Charitable organizations with 501(c)(3) status, as described in the Internal Revenue Code
- Organizations with primary influence and business operations in the U.S.
- Organizations which reinforce Mercedes-Benz USA's responsible corporate citizenship mission by enhancing the quality of life in the community

Mercedes-Benz USA reserves the sole right to determine the eligibility of the organization for the Matching Gift Program and Organizations that have restrictions based on race, religion, creed, sex, age, sexual orientation, veteran status, physical challenge, or national origin are not eligible for consideration.

Limitations to the Matching Gift Program:

- Contributions must be a minimum of \$25 per organization.
- Mercedes-Benz USA will only match monetary contributions; Non-monetary contributions such as real or personal property, works of art and donated labor do not qualify for the Matching Gift Program.
- All Full-Time and Part-Time Mercedes-Benz USA Employees in good standing are eligible for the Matching Gift Program.
- Mercedes-Benz USA reserves the right to decline any request that may conflict in any way with MBUSA's mission, goals, programs, products, services, or Employees.
- Only current year donations are eligible to be matched.

Mercedes-Benz USA may suspend or terminate this program at any time. Match dependent on availability of Matching Gift Funds.