

# Honda of America Mfg.'s Matching Gift Program Application

## Associate Donor Section

To be completed by a Honda of America, Mfg., Inc. full-time or part-time associate. When completed, attach proof of your contribution to the recipient organization then mail the entire brochure and application to the recipient institution.

Please print or type all requested information.

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

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

Associate First Name: \_\_\_\_\_  Mr.  Mrs.  Ms.

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Plant: \_\_\_\_\_ Dept: \_\_\_\_\_ Shift: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_

(Check only one per application) \_\_\_\_\_ Education \_\_\_\_\_ Cultural

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

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

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

Attach proof of your donation to the recipient organization to this application. Proof of your donation may be in the form of an official receipt from the organization, a copy of your cancelled check, or a copy of your credit card receipt.

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 Signature \_\_\_\_\_ Date \_\_\_\_\_

*Mail this entire application and your proof of donation to the recipient organization. They will complete the remainder of the application.*

## Recipient Organization Section

To be completed by recipient organization. Please complete all requested information. Attach to this application a copy of your **IRS Final Determination Letter** of nonprofit status 501(c)(3). If the Recipient Organization is an Educational Institution, please complete **Accredited** by line on the form below.

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

**Honda of America Mfg., Inc.**  
Matching Gift Program, Corporate Affairs  
24000 Honda Parkway  
Marysville, OH 43040

On behalf of your organization, please certify by signing below that:

You have read and **understand the description of Honda of America Mfg.'s Matching Gift Program.**

You did receive the cash gift in the amount noted on the Associate Donor Application.

Your organization fits Honda of America Mfg.'s guidelines for support through the Matching Gift Program.

You are tax-exempt by the Internal Revenue Service under Section 501(c)(3) of the IRS Code or in the case of an Educational Institution please provide in writing below by whom you are accredited.

Accredited By: \_\_\_\_\_

You received \$ \_\_\_\_\_ from the associate listed on the Associate Donor Form on \_\_\_\_\_ (Date)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_

Authorized Person: \_\_\_\_\_ (Print or type)

Title: \_\_\_\_\_ (Executive Director or Comparable Official)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HONDA**

Honda of America Mfg., Inc.

**Matching Gift Program**

## 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 of America Mfg., Inc. (HAM) has established a Matching Gift Program to recognize associates' support to nonprofit charitable organizations within their communities.

## Matching Gift Program

HAM will match donations 50 cents on the dollar to eligible organizations. The minimum associate donation that will be matched is \$25. The maximum personal donation that will be matched is \$500. (For example, if you donate \$500 to an eligible organization Honda will donate \$250.)

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 HAM cannot exceed \$500.

All gifts must be personal monetary contributions from the eligible associate and must be paid by cash, check or credit card. Associates must supply proof of the donation to the recipient organization on the application. Your proof of donation may be an official receipt from the organization, a copy of your canceled check, or a copy of your credit card receipt.

## Associate Eligibility Requirement

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

## Organizations Eligible for Matching Gift Support

**Graduate and professional schools, four-year colleges, two-year junior or community colleges and technical/vocational institutes that support adult education needs of the community. They must be:**

- Accredited by an accreditation agency as a degree-granting institution;
- Accept students without regard to sex, race, ethnic origin or religious preference;
- Qualified as a charitable organization by the Internal Revenue Service (nonprofit and tax-exempt);
- Located within the United States or one of its possessions;
- Limitations: all gifts to educational institutions must be used only for educational purposes, and may not be used for memberships, alumni dues, tuition or athletics.

**Arts and cultural organizations that benefit the community if they:**

- Are nonprofit and charitable, and have received from the Internal Revenue Service a letter, which determines their nonprofit, tax-exempt status. The numerical code of this letter is 501(c)(3);
- Are incorporated and operate within the United States.

## Administrative Conditions

A separate application must be completed for each Matching Gift. Honda of America 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.

HAM reserves the right to amend or end this program at any time. If this were to occur, donations made before the applicable amendment or termination date would be matched according to current program terms.

The eligibility of the nonprofit, tax-exempt charitable organization to receive a Matching Gift will be at the sole discretion of the Honda of America Foundation Board which reviews all Matching Gift applications.

Funds will be distributed on a continuous basis and the associate donor will be advised in writing if the request has been approved or denied and why.

Matching Gift applications must be used as provided. To obtain an application, contact Corporate Affairs or stop by Administration. If you have any questions, please call Corporate Affairs at (937) 645-8733.

## Organizations Not Eligible for a Matching Gift

The Matching Gift Program does not cover organizations ineligible for contributions under any state or federal law, primary or secondary schools, political organizations or think tanks, fraternal or veterans' organizations, humane or religious organizations, organizations conducting education and/or research to find a cause and cure for a specific disease or illness, hospitals, and nursing or convalescent homes. The Matching Gift program will not match gifts to United Way campaigns, other federal fund drives, or to institutions outside the United States.

## How to Apply for the Matching Gift Program

Complete the Associate Donor Section on the attached application.

Enclose proof of your donation to the recipient organization.

Mail the entire form and proof of your donation to the recipient institution.

The recipient institution must complete the application and attach a copy of their 501(c)(3) final determination letter, if applicable, and return the forms to Honda of America Mfg., Inc.

Upon receipt, Honda of America Foundation (or its representative) will review the application to determine whether or not a gift will be matched.

Applications are reviewed on a quarterly basis and processed accordingly.