



## Application for Matching Funds

### INDIVIDUAL SPONSOR FORM

*Please follow these instructions to use this form*

1. Complete Section 1, starting with the donor name (if multiple donors, use the Group Fundraising Sponsor Form)
2. Print the form and sign where indicated in Section 1.
3. Send the form (page 2 of this document) to the organization with your gift.
4. The organization will fill out Section 2 of the form and return it to the address indicated on the form.

#### Donor Guidelines

1. Attachmate's Corporate Giving Program provides charitable donations to eligible non-profit organizations. The Matching Fund Program supplements employee donations to qualifying non-profit organizations. Contributions up to \$500 per employee per year will be matched until the total of contributions matched equals the amount of funds established for this program.
2. If you've a regular full time or regular part-time employee at Attachmate, you're eligible for the Attachmate Matching Gift Program. Interns, co-ops, temporaries, vendors and contractors are not eligible.
3. The contribution must be actually paid, not pledged, and gifts must have been made within the last 12 months in order to qualify for a matching gift.

#### Eligible Organizations

Organizations eligible for matching funds are:

- a) **Charitable organizations** with Department of Treasury 501c(3) tax-exempt status. Attachmate does not match gifts to political or religious (non-secular) organizations (churches, synagogues, temples, etc.) when the benefits of that gift are limited exclusively to their members. In order for a gift to be matched to a religious organization, the gift must be designated to a community outreach program (food bank, homelessness project, literacy program, shelter, etc.) sponsored by the religious organization. It must provide services without discrimination against any individuals who qualify for the services of the program. Any group that discriminates in terms of gender, race, color, religion, sexual orientation, national origin or political parties will not be considered, nor will political campaigns.
- b) **Educational institutions** with Department of Treasury 501c(3) tax-exempt status, including private or public degree-granting colleges and universities; two-year colleges; graduate and professional schools; technical and specialized schools; and publicly and privately supported primary and secondary schools. The institution must be approved by a generally recognized accrediting agency. Attachmate will also match gifts to tax-exempt alumni funds, foundations or associations whose exclusive purpose is the support of one of these educational institutions.
- c) **Funding federations**, such as United Way, that provide financial support and advocacy for a group of member non-profit agencies. Federations must also have 501c(3) tax-exempt status.



**Application for Matching Funds**

**SECTION 1 - TO BE COMPLETED BY THE EMPLOYEE MAKING THE DONATION**

Mail the completed form with your contribution to the organization (incomplete information may result in a delay in matching).

Name of donor employee (use Group Fundraising Form if multiple donors):	E-mail name:
Office location (city, state):	
Total donation: \$	Signature:

Name of organization:	
Address of organization:	Phone:
Religious Community Outreach Program Designation, if applicable (required if gift is through a church, synagogue, temple, etc.).	

**SECTION 2: TO BE COMPLETED BY THE INSTITUTION or ORGANIZATION**

Attachmate must receive the matching gift form from your organization by December 31 in order for this match to be applied to the employee's matching limit for the prior calendar year. The gift must have been made in the last 12 months in order to qualify for a matching gift.

Please type or print. **If this is the first time you are requesting a matching gift from Attachmate, please enclose a copy of your Department of Treasury 501c(3) tax-exempt document and mail with this form to:**

Attachmate – Corporate Matching Funds  
 Attn: Carrie Stuart  
 1500 Dexter Ave N.  
 Seattle, WA 98109  
 (206) 217-7500

Eligible charitable organizations are those with Department of Treasury 501c(3) tax-exempt status. Attachmate does not match gifts to political or religious organizations (churches, synagogues, temples, etc.) when the benefits of that gift are limited exclusively to their members.

I certify that the gift in the amount of \$ \_\_\_\_\_ was received on \_\_\_\_\_, 20\_\_ and that this organization is an eligible recipient as specified on this form. *Please type or print information below.*

Name of officer:	Organization employer I.D. number:
Title of officer:	Mailing address:
Signature:	City/State/Zip:
Phone:	Fax: