

MFS Matching Gift Program Guidelines / FAQ

Why does MFS offer a Matching Gift Program?

Through MFS's Matching Gift Program, the company supports employee gifts to nonprofit agencies and schools throughout the U.S. and extends the reach of MFS Investment Management's corporate giving beyond our site communities. By matching employee gifts, employee and company resources are leveraged for maximum community benefit. By using the Matching Gift Program, MFS employees can double their impact using MFS's support.

Why should I give through the MFS Matching Gift Program?

MFS's Matching Gift Program is designed to make giving easy, convenient and meaningful to you, and the benefits of the program are numerous. One benefit is that MFS matches your donation to qualified institutions. This effectively doubles your contribution, while allowing MFS to support your community investments and involvement.

Who is responsible for the guidelines?

The guidelines for the program are established by MFS Matching Gifts Program. These guidelines are reviewed on an annual basis. If you have any suggestions or questions about the guidelines please send e-mail to MFSmatch@easymatch.com

How much will MFS match per year?

MFS will provide a maximum cap of \$2,000 per employee per calendar year for the combined Matching Gifts. Financial gifts are matched on a 1:1 basis. Within the Matching Gift program, the minimum eligible gift is \$25.

Who is eligible to participate in the MFS Matching Gift Program?

All regular, full- or part-time MFS employees can participate. Temporary employees, interns, retirees and contractors are not eligible for the programs.

What types of organizations are eligible to receive a grant?

Eligible Organizations located in the U.S.

Nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, organizations that meet comparable eligibility guidelines of foreign jurisdiction, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, civic, animal protection agencies, arts and culture, health and human service agencies, and environmental organizations.

Eligible Organizations outside the U.S.

A third-party vendor, JK Group, does our due diligence on international organizations' eligibility for MFS Matching Gifts. Your contribution to a given international

organization is eligible for matching if JK Group determines that the organization is the "equivalent" of a U.S.

public charity or that your gift will be used for charitable purposes.

International private foundations can also be eligible if your contribution will be used for a charitable purpose and helps the foundation meet its annual distribution requirement.

What is a 501(c)(3)?

A 501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax exempt charitable organizations. An organization must have 501(c)(3) status (be tax exempt) in order to receive matching funds. Note that not all 501(c)(3) organizations qualify for the program.

Are all gifts to eligible organizations matched?

Not necessarily. Even if an organization is eligible, certain types of gifts are not. Types of gifts that are not eligible for matching include:

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

Why isn't a donation to a "Charitable Gift Fund" eligible?

The MFS Matching Gifts Program only matches charitable donations made directly from an eligible donor's personal funds directly to an eligible recipient organization. A donation to a Charitable Gift Fund is not a donation to an eligible organization because a Charitable Gift Fund is not an accredited educational institution. The donor receives a personal tax deduction for a charitable donation. At that point, the funds are no longer the funds of the donor. The holder of the 501(c)(3) for the Charitable Gift Fund is now the owner of the funds.

How do I determine the tax deductible portion of my donation?

A charitable gift for which the donor receives nothing in exchange is 100 percent tax deductible. The portion of a charitable gift that covers any goods or services received in exchange for a donation is not tax deductible. Examples include, tickets, dinners, golf tournaments, promotional items, subscriptions, dues, etc. The agency can tell you what portion of your gift is considered tax deductible if you are in doubt.

How is the annual donor limit determined?

The annual donor limit is determined by the actual date of the donor's contribution to the recipient organization. For example, if you make a donation of \$5,000 on Dec 31, 2008 to an eligible institution, and you submit your matching gift form to them in January 2009, if approved, the matching gift award will be "charged" to your 2008 limit.

How do I submit a request?

There are two ways to submit a request. You may use the website at <http://www.easymatch.com/MFSGive> and submit a request electronically, or you can download the request form from the website and submit it.

Where can I find blank forms?

While **connected to the company intranet**, forms may be downloaded from <http://mfsgive/resources/General.Document.File1.pdf> or requested via phone at [1 \(866\) 321-6355](tel:18663216355).

Can I make a contribution via credit card?

Yes, you may contribute to a school or nonprofit organization using your personal credit card directly from the Matching Gift website and then request an MFS match in one easy step.

When will the organization receive my money?

Matching Gifts disbursements will be made on a quarterly basis to grantee organizations.

Will I be notified when MFS matches my gift, or if it is not approved?

Yes, employee donors are notified of their matched contributions on a quarterly basis. A letter will also be sent if the match has been declined.

How long do I have to request a match once I've made a donation by check, credit card or stock?

Forms must be received within one year of the date of payment by check, credit card or traded securities. Gifts registered after that time will not be eligible.

Why do I have to submit separate forms for each gift made over a period of time to the same institution?

Each gift is a separate transaction. One form per gift helps ensure that every gift donation is matched appropriately. Separate forms also facilitate record keeping and comply with MFS's audit requirements.

Why is it necessary to provide the exact date of my gift?

MFS requires the exact date of gift in order to determine if the gift is eligible to be matched. MFS's policy is not to match gifts that are more than a year old.

If I have a question about my donation or the program, whom should I contact?

Please contact the program administration office via email at mfsmatch@easymatch.com or call [1-866-321-6355](tel:18663216355)