



Matching Gift Form

Canada

Deluxe Corporation established the Matching Gift Plan to encourage employees to join the company in financially supporting eligible institutions as outlined in this brochure.

APPLICATION FORM

Part 1: To be completed by eligible donor

1. Read the front of this brochure to determine that you are eligible to apply for a matching gift.
2. Complete **ONLY THIS COLUMN** of the application form.
3. Send your contribution and this form to the eligible institution. It is their responsibility to submit it to the Deluxe Corporation Foundation office.

Eligible donor's name (first, middle, last)

Donor's home address

City State ZIP

Employee number Date of contribution

Deluxe facility name and location

Name of institution receiving your gift

Dollar amount of your gift (if securities, include transfer date)

Check appropriate box:

- Accredited school Public (educational) TV and radio
 Professional arts organization Historical society/museum

I certify that the information submitted is correct, that my gift complies fully with the provisions of the Deluxe Corporation Matching Gift Plan as described in this brochure, and that no benefit or service is accruing to me. I further understand that misrepresentation of this gift will negate any future participation in this plan.

Eligible participant's signature

Only original signatures will be accepted.

Part 2: To be completed by eligible institution

1. Read the front of this brochure.
2. Complete **ONLY THIS COLUMN** of the application form.
3. Send the entire application form with the certification to the address below.

NOTE: Only original signatures will be accepted.

Name of Institution

Charitable BN/Registration No.

Institution's Address

City Province Postal Code

Phone # Date contribution received

As an authorized officer of this institution, I certify that this institution satisfies the requirements and objectives of the Deluxe Corporation Matching Gift Plan. I also verify that the gift is not in the form of bequests, dues, subscription fees, insurance premiums, tuition, group collections submitted by an individual, or other such payments, and that the gift is bona fide and will not be transferred to another institution.

Authorized officer's name (please print)

Signature

Title Date

Please return and direct questions to:
Deluxe Corporation Foundation
P.O. Box 64235
St. Paul, MN 55164-0235 USA
651-787-5124

The Deluxe Foundation office must receive the completed application form within **FOUR MONTHS** of the donor's gift or **FOUR MONTHS** of the final year-end payment from the donor. **Please send a receipt of contributions to the Foundation office.**



Increase your donations

to accredited schools, arts organizations, historical societies, museums or public TV and radio by participating in the Deluxe Corporation Matching Gift Plan.

Who's eligible to participate?

- Full-time and part-time employees

Deluxe only matches gifts made directly to qualified organizations by eligible donors. Gifts made through a private foundation or trust do not qualify for matching.

Which institutions qualify for matching?

- Accredited schools (colleges, universities, junior colleges, vocational technical institutes, and elementary and secondary schools that are recognized by national accrediting agencies or associations)
- Professional arts organizations
- Historical societies and museums
- Public (educational) TV and radio

Other requirements:

- United States organizations must have appropriate charitable status with the IRS
- Canadian registered charities must provide an accurate ID number and tax exempt status as issued by the Canada Revenue Agency and Charities Directorate.

IMPORTANT: Deluxe Corporation will not honor matching gifts to institutions associated with controversial activities or primarily concerned with religious or social service activities.

“Gifts” defined

Eligible

Gifts must be personal contributions made—not merely pledged—in cash or securities.

Contributions of securities (stocks and bonds) must include quoted market value on the date of transfer.

If you pay monthly or quarterly payments of your total contribution, please process *one* application form with your total annual contributions at year-end. In addition, the foundation only honors matching gifts that are reported within *four months* of a donor's entire contribution or *four months* following the final year-end payment.

Ineligible

Gifts cannot be in the form of bequests, dues, subscription fees, insurance premiums, tuition, group collections submitted by an individual, or other such payments. Even though such payments ultimately provide financial benefit to an institution, they are not eligible for matching.

Amounts matched

Deluxe double matches qualifying gifts ranging from \$20 to \$500 per donor each year. Deluxe provides a double match benefit, therefore, each qualifying donor can receive up to \$1,000 through the matching gift program each year.

Deluxe's office interprets, applies, and administers the Matching Gift Plan. The staff's decisions are *final*.

If total contributions for the year exceed the total amount appropriated for the plan, Deluxe reserves the right to prorate gifts according to available funds. In addition, the office reserves the right to revoke, suspend, or terminate the program at any time and has no obligation to match contributions made after that time.

How to participate

- Complete Part 1 of the application form on the back of this brochure.
- Forward your contribution with this application form to the eligible institution.
- The institution completes Part 2 and sends the completed application form to the Deluxe Corporation Foundation office.
- After receiving the completed application form, Deluxe will send a matching gift to the institution.

The Deluxe Corporation Foundation office will acknowledge the gifts it matches on your behalf after each quarter that you participate. Because some nonprofit organizations process donations more slowly than others, it may take several months for you to receive a statement with the current contribution data.