



## **Increase your donations**

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

### **Who is eligible to participate?**

- Full-time and part-time employees
- Qualified retirees of Deluxe Corporation
- Deluxe Corporation board of directors

The Foundation 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

#### **The institutions eligible for the plan must be:**

- Located within the United States
- Nonprofit and nonproprietary
- Recognized by the Internal Revenue Service (IRS) as institutions to which contributions are deductible for federal income tax purposes.

**IMPORTANT:** The Deluxe Corporation Foundation office 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.

#### **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 \$10 to \$2,500 of eligible donors. The first \$500 on behalf of a qualified donor (per year) will be double matched; therefore, donors who submit requests that total \$2,500 or more will receive the maximum of \$3,000 in matched dollars from the Foundation. A donor can receive double funds on behalf of multiple requests, but once the \$500 benefit has been reached, the remaining dollars will be matched on a one-for-one basis. The Foundation only honors matching gifts that are reported within *four months* of a donor's contribution.

If you make monthly or quarterly contributions to an organization, please process *one* application form with your total contributions at year-end and return it within four months of the final year-end payment.

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

If total contributions for the year exceed the total amount appropriated for the plan, the Foundation's board of directors reserves the right to prorate gifts according to available funds. In addition, the Foundation 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, the Foundation office sends a matching gift to the institution.
- The Foundation office processes matching gifts twice each quarter.

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 summary.