



2012 Ingram Micro Matching Gift Program

Ingram Micro will match associates' personal contributions to qualified 501 (c)(3) organizations and accredited educational institutions dollar for dollar. All Ingram Micro associates with six continuous months of service are eligible donors. Family members of associates are ineligible.

Eligible donations must be a minimum of \$100 and a maximum of \$1,500 per associate, per year. Donations must be contributions made, not simply pledged. **Donations must be made and verification forms must be received by Ingram Micro by November 1 of each year to be eligible.** Organizations are eligible to receive a maximum of \$2,500 per calendar year from the Ingram Micro Matching Gift Program.

Ineligible recipients and contributions:

- Religious organizations or programs
- Political organizations or programs
- Social organizations, fraternal organizations and labor organizations
- Organizations unable to prove tax-exempt status
- Individuals
- Benefits, dinners, walk/run/cycle events, golf tournaments, awards, fund-raisers and sporting events
- Sports programs and organizations
- Gifts entitling the donor to a personal benefit
- Pledges
- Tuition and fees
- Scholarship or financial aid to benefit specific individuals
- Alumni associations that do not support the primary academic objective of the institution
- Advertisements
- Volunteer hours
- Subscription fees, membership dues and insurance premiums
- Gifts made by family members

Procedures:

Donors should complete and sign the donor section of the verification form and forward it, along with the donation, to the eligible organization.

Recipient organizations should complete and sign the organization section, and return it with all required attachments **within 30 days from the date of the donor's gift to:**

*Ingram Micro Community Relations
Attn: Nicole Trombly
1600 E. St. Andrew Place
Santa Ana, CA 92705*

Conditions:

- Ingram Micro reserves the right to periodically review and change the program policies without prior notice.
- The administrator of the Matching Gift Program will make all decisions concerning application of policies and administration of the program.
- Funds are distributed in the order completed requests are received. The Matching Gift Program will close upon all budgeted funds being distributed.

Ingram Micro Matching Gift Program Form

Donor, please complete the following:

(Print or type)

Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone () _____ Work Phone () _____

Work Location _____

Date of your first day of employment at Ingram Micro mo ____/day ____/year ____

Name of Recipient Organization _____

Amount of Donation \$ _____ Date of donation mo ____/day ____/year ____

I hereby certify that this is a personal contribution and affirm that it meets the eligibility requirements and gift restrictions of the Ingram Micro Matching Gift Program.

Signature _____

Recipient, please complete the following and return with all required attachments to:

Ingram Micro Community Relations

Attn: Nicole Trombly

1600 E. St. Andrew Place, Santa Ana, CA 92705

(Print or type)

Name of Organization _____

Address _____

City _____ State _____ ZIP _____

Federal Tax ID Number: _____

Contact Person _____

Title _____

Phone () _____ Fax () _____

Email _____

Amount of Contribution Received \$ _____ Date Received mo ____/day ____/year ____

****Required Attachments****

- Photocopy of donor's contribution check or record of donation via cash/credit card/PayPal
- Photocopy of organization's IRS letter designating tax-exempt 501(c)(3) status
- A completed W-9 form or a letter that includes your organization's Federal tax ID number in body of letter
- Proof of accreditation (educational organizations)

A complete form includes all attachments. Incomplete forms will be disqualified and the gift will not be matched.

I certify that the above gift has been received, that it represents the gift of one person only, and it will be used to support the primary objectives of this organization, which is classified as tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code.

Signature _____ Date _____

Please direct any questions about the Matching Gift Program to (714) 382-5581 or communityrelations@ingrammicro.com