

# Adobe

## **Guidelines:**

Matching gifts are contributions made by Adobe Systems Incorporated in the amounts equal to those made by Adobe employees.

Adobe will match:

Cash or security contributions from a minimum of US \$15 to a maximum of \$2,000 (or equivalent in other currency) per employee per calendar year. Adobe matches only the tax deductible portion of the contribution, as specified by the recipient organization.

Adobe cannot match:

- Gifts to organizations having unlawful discriminatory practices
- Gifts to individuals
- Payments for services, tickets, materials, or any other benefit received
- Gifts of goods, materials, or services
- Pledges
- Gifts to private foundations
- Gifts to religious organizations, churches, temples, or seminaries

Matching gifts forms for sponsored walks and fundraisers must be submitted under the name of an adobe employee. Only donations from Adobe employees will be matched.

- Money collected from several Adobe employees may be combined on one form:
- A backup sheet of Adobe contributors—names and dollar amounts donated—must be attached to the form.
- Adobe donors who contribute a minimum of \$15 have the option of submitting an individual Matching Gift form. In that case, that donor's name should not be included on the backup sheet.

## **Procedure:**

- 1) Employee fills out Section A of Adobe Matching Gift Form and mails the entire form, with the contribution, to the recipient organization (The Leukemia & Lymphoma Society).
- 2) The Leukemia & Lymphoma Society fills out Section B and send the entire form, along with a copy of its tax ID letter to Adobe Systems Inc.
- 3) The form is checked for accuracy and donor/institution eligibility, and then authorized for payment of matching funds. Payments will be made on a quarterly basis.

### Matching Gifts Program

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