

# Microsoft

## **Guidelines:**

- If you've been a full-time, domestic employee at Microsoft for at least 6 months, you're eligible for the Microsoft Matching Gifts Program. Interns, co-ops, temporaries, vendors, and contractors are not eligible for this program.
- Dollar for dollar, Microsoft will match up to \$12,000 per calendar year in contributions you make to United Way or other funding federations, eligible charitable organizations, or educational institutions.
- Microsoft will match gifts of cash, personal checks, credit cards, securities with a quoted market value, or Microsoft products.
- Eligible employees must make contributions of personal gifts of \$25 or more.
- The contribution must be actually paid, not pledged, and gifts must have been made within the last 12 months to qualify for a matching gift.

If you choose to donate Microsoft products, you can have Microsoft match your gift in one of the following ways:

- Product for product
- The dollar amount equal to the employee price of the product
- Product for dollar donation

## **Procedure:**

- Complete Part A by tabbing through each field starting with the organization name.
- Print the form and sign where indicated in Part A
- Send the form (page 3) to the organization with your gift. Include your Microsoft Company store receipt if you are donating product.
- The organization will fill out Part B of the form and return it to the address indicated on the form.
- Or if you prefer to fill out the form by hand, you may print the form (page 3), fill out Part A, and follow instructions 3 and 4 above. Pre-printed matching gift forms are also available from your building receptionist.