



**Millipore
Sigma**

MATCHING GIFT PROGRAM

Frequently Asked Questions

What is the Matching Gift Program?

As part of the MilliporeSigma Community Engagement efforts, the company offers a Matching Gift Program to all full-time U.S. MilliporeSigma employees. The company donates \$1 for every dollar contributed by eligible employees to approved nonprofit organizations with 501(c)(3) status, up to \$1,000 annually per employee, with a minimum of \$25 per gift. The matches are restricted to the same purpose as the employee gift was made.

What amount will MilliporeSigma match?

The company will match \$1 for \$1, up to \$1,000 annually per employee. Employees must donate a minimum of \$25 per gift to receive a match.

Does MilliporeSigma match the value of non-cash donations?

No, only gifts of cash will be eligible for a matching gift.

Who is eligible to participate?

All full-time U.S. MilliporeSigma employees.

Are contractors eligible to participate?

No, contractors are not eligible to participate in the Matching Gift Program.

What organizations are eligible to participate?

All recipients of matching gifts must be non-profit and qualified as tax exempt 501(c)(3) organizations by the Internal Revenue Service of the U.S. Treasury Department.

What organizations are not eligible to participate?

MilliporeSigma will not match:

- Payments for tuition, books or student fees
- Donations made to political organizations
- Payments for services, memberships or materials received
- Donations made directly organizations for sectarian religious purposes (churches, synagogues, mosques)
- Donations to individuals
- Donations of property
- Amounts paid as subscriptions to publications
- Donations of products or services
- Donations to organizations not qualified as tax exempt by the IRS

How do I submit a request?

You can submit a matching gift request by going to the **SPARK Portal** and clicking on "Give." There are two options for requesting a match:

1. Make a Donation & Request Match

You can donate directly by credit card through the **SPARK Portal** to an eligible organization of your choice.

2. Submit an Offline Donation

If you have already made a donation directly to the organization of your choice, you can submit an offline donation through the **SPARK Portal** with a copy of your donation receipt. A copy of your check will not be accepted.

Detailed step-by-step instructions can be found [here](#).

How long does the match process take?

Matches are reviewed and approved on a monthly basis. The donation will be paid to the organization 1–2 months after the request has been approved.

Will I be notified when my request has been reviewed?

Yes, when your request has been reviewed, you will receive an email notification to inform you if the match has been approved or denied.

If I donate directly through the SPARK Portal, will my full donation be matched?

Yes, your donation is fully matched assuming you have not reached your \$1,000 annual matching donation limit.

Is there a deadline for submitting a request?

Yes, all requests must be submitted by December 1 in order to be processed during the current calendar year. An email reminder about this deadline will be communicated to employees by November 1.

Can I submit a request for a donation I made the previous year?

No, donations have to be made in the same calendar year as the request in order for the request to be processed.

Who do I contact with questions?

For questions, please contact the Corporate Responsibility Team at responsibility@emdmillipore.com.

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