



**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 non-profit 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 made to organizations that discriminate on the basis of race, color, religion, age, sex, sexual orientation, national origin, ancestry, disability, military or veteran status, genetic information, gender identity or any other category protected by law.

- 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.

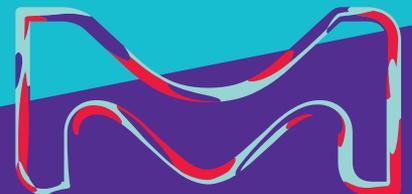
Detailed step-by-step instructions can be found [here](#).

### How long does the match process take?

Matches are reviewed and approved on a quarterly basis. The donation will be paid to the organization 2-4 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.

### **I made a donation offline and the organization's website charged a processing fee. Is an offline processing fee matched?**

No. Processing fees assessed by the organization are not matched. When an offline match is requested, only include the amount of the donation, not including the fee. If a credit card donation is made directly through the SPARK portal, no additional fees will be assessed.

### **Am I able to receive a match for membership dues to an eligible nonprofit organization?**

No. Per the Matching Gift Guidelines, membership dues are not eligible for a company match.

### **I am collecting money from employees as part of a fundraiser to go to a specific non-profit organization. Can those cash donations be matched?**

No, only donations that are submitted by individual employees with proper documentation of a receipt are eligible to be matched.

### **I'm not finding an organization on the SPARK Portal. How can I add it?**

First verify you have spelled the name of the organization correctly. If the organization still does not show, request the EIN number from the organization and search for the organization using the provided number.

If the organization still does not show, the organization is most likely not eligible to receive a matching donation for one of a number of reasons. When it comes to giving, charities cannot be added manually because our donation processor, Network for Good, can only process donations to public 501(c)(3) organizations that have opted in to receive donations from Network for Good. If you would like to follow up with a specific organization on this, you can provide the following link to a contact at the organization: <https://community.guidestar.org/docs/DOC-2227-how-to-receive-third-party-donations-on-your-guidestar-non-profit-profile>. It gives clear instructions on how the nonprofit organization can opt in.

### **How do I ensure my donation and match go to a specific program at the non-profit?**

When requesting your match, you are able to add a note in the "Instructions to charity" box with how you would like the donation to be spent. MilliporeSigma is not able to verify how the money is spent. It is the responsibility of the employee to verify with the nonprofit organization how the donation should be allocated and spent.

### **How do I review the status of a match request?**

You can check the status your match request by going to [www.sparklifescience.net](http://www.sparklifescience.net) and clicking My Impact in the top right corner.

### **Who do I contact with questions?**

For questions, please contact the Corporate Responsibility Team at [responsibility@emdmillipore.com](mailto:responsibility@emdmillipore.com).