

Section A: To be completed by Employee

Please read the Program Requirements carefully and be sure to print or type all information clearly. Incomplete forms will not be processed. **After you have completed Section A, provide this entire form to the Eligible Charity to complete Section B. Include a copy of your donation receipt if available.**

Name: _____ Division: _____
Last, First, MI

Address: _____

Phone: _____ E-Mail: _____

Eligible Charity Organization: _____ Contribution Amount: \$ _____

[If donating stock/bonds] Company: _____ # of Shares: _____ Market Value: _____

Is this donation required for serving on the Board of the Eligible Charity? ☐ Yes ☐ No

CERTIFICATION OF CONTRIBUTOR

I certify that this contribution and the recipient organization meets all Program requirements. This contribution is voluntary and does not represent in any way a fee for service or benefit for me or any member of my family.

SIGNATURE OF EMPLOYEE

DATE

Section B: To be completed by Eligible Charity

Please read the Program requirements and complete this Section. If your organization has not previously participated in the Laitram Matching Gift Program within the last two years, please provide the following information:

1. Current 501(c)(3) letter from IRS | 2. Accrediting association letter, if applicable | 3. W-9 Form

Charity Name: _____ Contact Name: _____

Federal Tax ID#: _____ Address: _____

Phone: _____ Fax: _____ Contact E-Mail: _____

Donor Name: _____ Date of Gift: _____ Gift Amount: _____

PAYMENT INFORMATION

Laitram makes all contribution payments through electronic fund transfers. Please provide the organization's banking information:

BANK NAME: _____ ROUTING#: _____ ACCOUNT#: _____

CERTIFICATION OF ELIGIBLE CHARITY

I certify that the above contribution was received, and that this organization is an Eligible Charity that meets all requirements under the Matching Gift Program.

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

DATE

How to submit completed form:

Return completed form and any necessary documentation to us via mail or email (found at the top of this form).

PURPOSE OF PROGRAM

The Laitram Matching Gift Program ("Program") allows employees the opportunity to direct their donations and Company match to the eligible charity of their choosing within our strategic giving pillars: STEM Education, Health & Human Services, Youth & Workforce Development and Sustainability. Under the Program, Laitram will match dollar for dollar contributions made by employees to an "Eligible Charity" subject to the following conditions.

ELIGIBLE CONTRIBUTORS

Active employees of Laitram and its subsidiary companies.

INSTRUCTIONS

Employees must complete Section A and provide the entire Form (including this page) with his/her gift or receipt to the Eligible Charity.

An authorized official of the Eligible Charity will complete Section B and mail or email it to Laitram. Laitram will review Sections A and B and upon confirmation of eligibility, authorize a matching gift to the Eligible Charity. The employee will receive notification from Laitram when a matching gift is issued after the close of each calendar quarter.

ELIGIBLE CHARITY

Unless excluded below, U.S. organizations that are tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are operated exclusively as a charitable organization.

ELIGIBLE GIFTS

Only charitable contributions to an Eligible Charity will be matched. The minimum individual "Eligible Gift" to be matched is \$25. The maximum aggregate annual contribution amount per employee is \$1,000. If board participation requires Company participation or an elevated donation beyond \$1000, that must be approved separately via Human Resources. The contribution must be a personal gift of the employee. It may be in cash, check, credit card, or securities that have a quoted market value. To further its commitment to corporate social responsibility, Laitram reserves the right to review organizations receiving matching funds and request documentation verifying receipt of donations from employees. In addition to the Exclusions and requirements specified herein, Laitram reserves the right not to match contributions to any organization whose purpose or program is not aligned with Laitram's corporate social responsibility or giving pillars, objectives (e.g., Health & Human Services, Sustainability, etc.) or other policies.

EXCLUSIONS

Types of contributions or payments that are not eligible for the Program:

1. Individual school donations, school tuition, Matching Programs or Fees, parent association events and/or general school events	
2. Membership or Subscription Dues/Fees	
3. Insurance Premiums	4. Pledges
5. Ticket Subscriptions	6. Real Property
7. Personal Property except Securities (e.g. stocks, bonds)	

Non-exclusive list of organizations that are excluded from the Program and are not an "Eligible Charity":

1. Political	2. Education (schools see above)
3. Professional, Business or Trade	4. Fraternal, Sport or Social
5. Religious organizations except those that: a. Are open to all individuals regardless of faith, b. Serve a secular purpose such as a food pantry, shelter, etc., c. Do not require participation in prayer, worship, or other religious activities as a condition to receiving services, and d. Do not use the individual donation or matching gift for religious purposes.	
6. Organizations that are, or whose owners, principals, managers, officers, members and/or affiliates are (1) listed as, or supporters of, any Specially Designated Nationals or (2) otherwise blocked persons by the United States' Federal Government's Office of Foreign Assets Control .	

ADMINISTRATION

Laitram reserves the right to modify, amend, or terminate the Program at any time. All questions relating to the interpretation, eligibility criteria, or administration of the Program shall be determined by Laitram and its decisions are final. Written requests for forms or additional information regarding the Program may be sent to:

Laitram, LLC
Matching Gift Program
P.O. Box 50699
New Orleans, LA 70150
donations@laitram.com