



U.S. Bancorp Matching Gifts Program

COMMUNITY AND HIGHER EDUCATION

Matching Gifts Program Instructions

To have your community or higher education gift matched, complete the Employee Contribution Form, indicating if you are making a community or higher education gift (one gift per form please). Mail the completed form with your contribution to the community organization or higher education institution. The recipient will verify receipt and apply to U.S. Bancorp for payment of matching funds.

U.S. Bancorp must receive contribution verification forms no later than December 1 for processing by year-end. Gifts should be made well in advance of this date to allow organizations time to return the form to U.S. Bancorp.

Employees contributing to the same organization must complete their own matching gift form. No pooling of funds, in which a number of individuals combine gifts to form a "group donation" to a nonprofit organization, will be matched.

An incomplete form will be returned.

Call 612-973-2443 with questions or to request forms.

Mail to:
Emma's Hope
7872 Penny Lane
Woodbury, MN 55125



Employee Contribution Form

To be completed by employee and mailed to institution with contribution.

Check one:

- Community Matching Gift
- Higher Education Matching Gift

To _____
Community org. or higher education institution

Address _____

City, state, zip _____

Enclosed you will find my contribution of \$50 or more:
\$ _____ or _____
Cash Securities

I authorize the community organization or the higher education institution named above to report this gift to U.S. Bancorp to obtain a contribution under the provisions of the Community and Higher Education Matching Gifts Program.

Full Name (please print clearly) _____

Social Security Number _____

Title _____

U.S. Bancorp Company/Subsidiary _____

Hire Date _____

Mail Station (or home address, if mail station not available) _____

Daytime Phone _____

Signature _____

Date _____



Matching Gift Verification Form

To be completed by organization and returned to U.S. Bancorp. Forms need to be received by December 1 for processing by year-end.

I certify that a contribution of \$ _____
(cash or market value of securities) was received by us from:

_____ on _____
Name of donor Date of receipt

and further certify that this gift does not entitle the donor to any material benefit from our organization. This institution is recognized by the U.S. Treasury Department as one to which contributions are deductible by the donor for federal income tax purposes.

Yes No

- If a community organization, please attach a copy of the IRS 501(c)(3) tax exempt letter.
- The primary mission of our community organization is to serve low- and moderate-income people (low-moderate = less than 80% of area income).
 Yes No
- If a higher education institution, please state whether the institution is accredited.
 Yes No

Name of community org. or higher education institution

Emma McKenzie Stevenson Foundation

Address 7872 Penny Lane

City, state, zip Woodbury, MN 55125

Signature _____

Name and title (please print)

Grant Stevenson, vice president

Telephone 612-330-6330

Please return this form to:
U.S. Bancorp Foundation
601 Second Avenue South, MPFP2714
Minneapolis, MN 55402-4302

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|-----------------------------|--------------|
| For office use only: | |
| USBHE _____ | USBCMG _____ |
| Match \$ _____ | Gift # _____ |