



CHARITABLE MATCH REQUEST FORM

ATS recognizes the importance of charitable nonprofit organizations. To support the work of these organizations, **ATS** matches employees' contributions to qualified organizations. To be qualified for a matching employer contribution, the organization must be a charitable organization that is not-for-profit 501(c)(3) based in the United States. Examples are Special Olympics, Fisher House Foundation, Feeding America, CIA Officers Memorial Foundation, and American Humane.

ATS will match employee contributions of \$100 or more up to a maximum of \$500 per employee per calendar year. To generate the employer match, please submit this matching gift form, with documentation of the contribution. Pledges of contribution are not eligible—the contribution must have been made to qualify for the employer match. Human Resources may also request the employee to provide additional information on any organization which is not easily identifiable as a qualified organization for the employer match. Requests must be received by **November 1** for processing in the same calendar year. One form per charitable request.

Employee Name: _____

Contribution Amount: _____

Name of Charitable Organization: _____

Charitable Organization Employer Identification Number (EIN): _____

Address to send the ATS match: _____

I have attached proof of my contribution and authorize ATS to match that contribution up to \$500 this calendar year.

Employee Signature: _____ Date: _____

-----For HR and Finance-----

HR Approval: _____

ATS Amount to Issue: _____ Date: _____

ATS will mail a check following the approval process.