

Pitney Bowes Matching Gift Programs

EMPLOYEE PROGRAM: ELIGIBLE DONORS are actively employed (minimum of 30 hours/week) hourly or salaried employees of a U.S.-based Pitney Bowes operation integrated into the Pitney Bowes SAP system.

RETIREE PROGRAM: ELIGIBLE DONORS are retired from a U.S.-based Pitney Bowes operation and have received benefits from the Pitney Bowes Retirement Plan or from a bona fide retirement plan of any currently affiliated U.S.-based Pitney Bowes subsidiary integrated into the Pitney Bowes SAP system.

GROUP GIFTS: All group participants must be eligible donors as described above. The Fund will match group gifts of \$25 or more. The donor submitting the gift for match on behalf of a group of employees or retirees should submit a list of participating donors and their respective divisions and addresses along with the completed form.

ELIGIBLE RECIPIENT ORGANIZATIONS must be 501(c)(3) public charities or educational institutions recognized by the Internal Revenue Service as organizations to which contributions are deductible for federal income tax purposes. Program administrators CreateHope and Global Impact will verify the organization's purpose and certify that it is a tax-exempt and charitable organization or educational institution. The Pitney Bowes Employee Involvement Fund will make final determinations as to the recipient organization's eligibility.

ELIGIBLE CONTRIBUTIONS: Only tax-deductible contributions made by Pitney Bowes employees may be matched through this program, and therefore the donor may receive no goods and services in exchange for their contribution. Tax-deductible contributions of cash or marketable securities of \$25 or more will be matched (100% for employees, 50% for retirees), to a maximum company match of \$5,000 per contributor per calendar year. The date of the donor's gift will be the date used by the Pitney Bowes Employee Involvement Fund when computing total contributions in each calendar year.

EXCLUSIONS: None of the following are eligible for matching: 1) Payments made by donors for tuition, books, student fees, dues, subscriptions, bequests or insurance premiums; 2) Funds pledged but not actually transferred; 3) Gifts made to private foundations or disqualified parties; 4) Payments not made as a direct contribution to the organization, including courtesy advertising, tickets, products, services, fundraising dinners or other items which afford the contributor a personal benefit; 5) Payments made for gifts to political campaigns or organizations; 6) Gifts to religious institutions unless formed for educational or community purposes; 7) Gifts to fraternal or professional organizations; 8) Gifts to any organizations that are included on the U.S. Department of Treasury Office of Foreign Asset Control list of specially designated nationals and/or blocked countries; 9) Gifts to any organizations whose IRS 501(c)(3) status has been suspended; or 10) any organization that Pitney Bowes Employee Involvement Fund, in its sole discretion, believes is not compliant with the law.

Questions of interpretation, application, or administration of the program shall be determined by the Pitney Bowes Employee Involvement Fund, whose determination shall be final. Pitney Bowes Employee Involvement Fund may at any time change or discontinue the program, but will honor eligible gifts made prior to amendment or discontinuance. All matching is at the discretion of the Fund.