



Program

Conrail encourages charitable giving by eligible employees. Through its Matching Gift Program, Conrail now provides support for eligible educational, health and human service, cultural, civic, environmental, and community organizations. This flyer explains the Matching Gift Program, its requirements and the procedures for obtaining a matching gift from the Company.

Conrail will match dollar-for-dollar the eligible charitable contributions of its employees ranging from \$50 - \$5,000 per employee-donor per year. All full-time, active Conrail employees are eligible to participate in this program. Gifts must be contributions made (not merely pledged) from an eligible employee's own funds and paid by check or donated securities having a quoted market value. Donated securities will be valued at the average of the high and low market price on the date of the gift indicated on Part A of the matching gift application.

In order to be processed, all Conrail Matching Gift applications must include a copy of the donor's check or gift acknowledgment provided by the charitable recipient organization to the employee-donor. The recipient organization will be responsible for providing this supporting documentation at the time the completed application is returned to Conrail.

Eligible Recipients

To qualify for matching gifts, organizations must be:

- Located in the United States or one of its possessions;
- Recognized by the United States Treasury Department as a tax-exempt, non-profit organization under Section 501(c)(3) of the Internal Revenue Code;
- Independent of the donor;
- Licensed or approved by the state or other relevant agencies; and administered by a trained, professional management group.

Ineligible Recipients

The following are not eligible to receive Company matching gifts:

- Individuals;

- Religious institutions or organizations (other than affiliated colleges or universities);
- Social, political, public policy or fraternal organizations and related scholarship programs,
- Secondary Schools, Elementary schools, pre-schools or nursery schools;
- National or local alumni groups;
- Athletic booster clubs, athletic scholarship programs and intercollegiate athletic programs;
- Memorial funds; and
- Organizations which have discriminating policies or practices.

Contributions Not Eligible for Match

The following payments are not eligible for matching:

- Group collections, pooled income funds or charitable gift annuities;
- Tuition payments;
- Church-related pledges or tithes;
- Gifts made to eligible organizations that are used to offset financial obligations to third-party ineligible organizations;
- Contributions made in installment payments;
- Dues, subscriptions, publications or ticket payments;
- Bequests;
- Membership fees; and
- Gifts in-kind (e.g. personal or real property (other than marketable securities); value of personal services).

Disbursement

The Conrail Matching Gift Program is administered on a calendar year. Following the end of the year (on or about December 31), Conrail will process *eligible matching gift applications*. The Conrail Matching Gift application process closes December 31. *Matching grants will not be made retroactively for donor contributions made in a previous calendar year.*

An acknowledgement of contributions will be sent to both the employee-donor and recipient organization at the time the gift is matched. Letters will also be sent to employee-donors whose contributions are deemed ineligible for a match under the terms and conditions of the Conrail Matching Gift Program.

Employee-donors should complete Part A of the application form and forward it along with their contribution to the recipient charitable organization.

A fiduciary of the recipient organization should complete Part B of the application form, confirming receipt of an employee's contribution and should

return the executed application to Conrail, along with a copy of the donor's check or gift acknowledgment provided to the donor.

Forms and Contact Information:

Conrail Matching Gift Program,
1717 Arch, 49th Floor, Philadelphia, PA 19103
or by calling
(215) 209-5002 or SMART 8- 333-5002.



Human Resources
2009

Application
Conrail Matching Gift Program

**Part A – To be completed by Conrail
Employee – Donor**

| | |
|---|-----------------|
| Conrail Employee Number: | |
| Employee Last Name: | |
| First Name: | Middle Initial: |
| Social Security #: | |
| Home Address: | |
| | |
| Home Telephone #: | |
| Work Address: | |
| | |
| Work Telephone #: | |
| | |
| Form of Contribution (Indicate one): | |
| Personal Check <input type="checkbox"/> Check #: | |
| Check Date: | |
| Amount of Contribution: \$ | |
| | |
| Securities <input type="checkbox"/> | |
| # of Shared of Donated Securities: | |
| Trading Symbol and Name of Donated Securities: | |
| | |
| Date of Donation: | |
| | |
| Name of Recipient Organization: | |
| | |
| Organization Address: | |
| | |
| Organization Telephone #: | |
| Purpose of Donation: | |
| Certification | |
| <i>I certify that my gift is a voluntary contribution, paid and not merely pledged. I verify that these are my own resources and not the gifts, collected gifts or loans of any other person or organization. My gift does not in any way represent tuition, membership fee or any other type of ineligible payment, or payment because I expect to receive some monetary or other benefit to be given to me or Any person or organization named by me.</i> | |
| | |
| Signature of Employee – Donor | Date |

**Part B – To be completed by an Official of
the Recipient Organization**

| | |
|---|------|
| Type of Organization (check one): | |
| School <input type="checkbox"/> Eligible Non-Profit Organization <input type="checkbox"/> | |
| Name of Organization: | |
| Federal Tax ID: | |
| Organization's Address: | |
| Organization's Telephone #: | |
| Name of Official Acknowledging Contribution: | |
| Official's Title: | |
| Official's Telephone #: | |
| Verification | |
| Date of Gift: | |
| Date Gift Received: | |
| Form of Gift (check or Securities): | |
| Amount of Gift: \$ | |
| # of Shares of Donated Securities: | |
| <i>I verify receipt of the charitable gift described above and certify that this organization is a non-profit public charity, and that the contributions to it are tax-deductible under Sections 501(c)(3) and 170(b) of the Internal Revenue code of the United States. Moreover, this institution is not a private foundation as defined by Section 509(a) of the Internal Revenue Code, nor does it discriminate on any basis. Furthermore, I certify that this gift is a voluntary charitable contribution of an employee of Conrail and does not represent in any way tuition, membership or any other ineligible payment in exchange for an expectation of monetary or other benefits to be given to the donor or any person or organization affiliated with the donor.</i> | |
| | |
| Signature of Official | Date |

PLEASE RETURN COMPLETED APPLICATION
AND SUPPORTING DOCUMENTATION TO:

Conrail Matching Gift Program
c/o Vice President – Chief Administrative Officer &
Treasurer
1717 Arch Street, 49th Floor
Philadelphia, PA 19103