

Merck Company Foundation

Objectives

Through this program, The Merck Company Foundation is seeking to supplement gifts made by employees of Merck & Co., Inc. and to participate in the financial support of educational institutions and other eligible institutions of importance to them.

Important Information

U.S. citizens, resident aliens, companies operating in the United States and non-U.S. branches and subsidiaries of U.S. companies are prohibited from engaging in any transactions with individuals and organizations that the U.S. Department of State has determined to be involved in activities against U.S. national security and U.S. Foreign policy. These individuals and organizations are listed by the Office of Assets Control of the U.S. Department

of the Treasury as Specially Designated Nationals or Blocked Persons ("SDNs"). In addition, U.S. citizens, resident aliens, companies operating in the United States and non-U.S. branches and subsidiaries of U.S. companies are prohibited from engaging in any transactions with individuals and organizations that are under investigation by the U.S. Department of State as possible SDNs.

Accordingly, employees must understand that in order for Merck to match and/or distribute funds under the Matching Gift Program or the Employee Giving Campaign, the donee (i) can not be listed as an SDN, (ii) must not be under investigation by the U.S. Department of State as a possible SDN, and (iii) must qualify as a tax exempt charitable organization (501(c)3).

Go to www.easymatch.com/merck for a list of SDNs and suspected SDNs.

Eligible Institutions

Fully accredited educational institutions recognized by The HEP Higher Education Directory or by one of the six Regional Accrediting Associations.

- Primary schools
- Secondary schools
- College preparatory schools
- Technical institutions
- Two-year junior and community colleges
- Colleges and universities
- Professional and graduate schools
- National, regional or state associations of educational institutions, such as the United Negro College Fund and the Independent College Funds of America, whose sole purpose is to raise funds on behalf of its members
- Public libraries
- Hospitals registered with the American Hospital Association and accredited by the Joint Commission on Accreditation of Hospitals
- Educational television and public radio stations affiliated with the Corporation for Public Broadcasting

All of the above institutions must be recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a state or local government as provided by Section 170(c)(1) of the Code. Gifts to International Organizations will be considered for matching if they have a donee representative institution holding the appropriate tax-exempt status in the United States.

Who may participate?

Individuals associated with Merck, its operating division and domestic subsidiaries who are:

- Regular full-time employees in the United States or Puerto Rico

- Retired employees
- Present or former directors

Gifts will be matched only if checks are signed by employee.

What can be contributed?

To be eligible for a matching gift from The Merck Company Foundation, contributions must be from the personal assets of an eligible contributor. The contribution can be in the form of cash, check, money order, or securities. The value of such securities, for matching purposes, will be determined by the Foundation and will be the quoted market value on the date of gift or on a weighted average if the gift is made on a non-trading day.

What are the program limitations?

The minimum gift is \$25. The maximum gift total for a participant is \$10,000 in any calendar year. The Foundation's matching grants are made on an unrestricted basis even though you may designate how you want your personal gift used.

What types of gifts cannot be matched?

Payments such as the following are not eligible for matching by the Foundation:

- Bequests and deferred giving plans
- Combined gifts of a group of persons, represented as one gift from an eligible donor
- Dues payable to alumni groups or subscription fees for publications
- Gifts of real estate or other property (except securities as mentioned above)
- Gifts given through a third party or gifts given to an educational institution or hospital as a way of supporting a third party organization (e.g. athletic, religious, or social organization)
- Gifts intended to fulfill a person's pledges, tithes, or other church-related financial commitments

- Gifts to support extracurricular activities such as athletics, including athletic clubs, marching bands, glee clubs, year books, etc.
- Premium payments for insurance with the institution named as a beneficiary
- Payments of tuition or other fees
- Pledges not paid

How do I apply for a matching gift?

Fill out Part A of this form and mail with your contribution to an eligible institution. When your gift is received, the responsible financial officer or his/her delegate of the institution will certify/confirm Part B and return the form to:

The Merck Company Foundation
Matching Gift Program
P.O. Box 8808
Princeton, NJ 08543-8808

After verification that your gift has been received and the institution qualifies for a matched contribution, a check will be forwarded to them by The Merck Company Foundation identifying you as the donor. Matching gifts are processed quarterly. An annual statement will be sent to you at the end of the first quarter of the following year.

Administration

The Merck Company Foundation reserves the right not to match gifts to any organization that it may determine is not an appropriate recipient for charitable funds.

The Matching Gift Program may be revised, suspended, or terminated at any time at the option of the Foundation. Its determination on any questions of interpretation, application of provision or administration shall be final.



To Be Completed by Donor and Mailed to Institution with Gift.
(forms must contain original signatures)

Employee Data (please type or print) New Address

_____ Last Name	_____ First Name	_____ MI
_____ Street Address		
_____ City	_____ State	_____ Zip
_____ Email Address		

Required:

WEIN Number: _____
(will not be processed without WEIN number)

Type of Gift:

- College/University
- High School
- Primary School
- Hospital
- Public Library
- Public Broadcasting

Gift Data

_____ Name of Institution Receiving Gift		
_____ City	_____ State	_____ Zip
_____ Amount	_____ Exact Date of Gift (mm/dd/yy)	
_____ or Shares of Stock (include number of shares & company name)		
_____ Program Designation, if any, and/or name for whom gift is made.		

I certify that my gift is a voluntary contribution, made from my own resources and not from gifts or loans of any other person or organization. My gift does not represent in any way tuition or payment in exchange for benefits received, nor is it given because I expect some monetary or other benefit to be given to me or to any other person or organization named by me. In addition, my gift should not be used for religious or political purposes.

Donor's Signature _____
Date



To Be Completed by Recipient Institution and Returned to The Merck Company Foundation.
(forms must contain original signatures)

I hereby certify the receipt of the gift described herein, the eligibility of this institution and the use of these funds to support the primary aims of this institution, attesting that they will not be used to pay any fees or in lieu of tuition.

_____ Print or Type Full Name and Title of Financial Officer	_____ Gift Amount	_____ Tax Deductible Gift Amount
_____ Signature of Financial Officer or Delegate (signature must be original)	_____ Telephone #	_____ Fax #
_____ Institution	_____ Accredited By *Please review attached program guidelines	
_____ Street Address or Room/Building	_____ City and State	_____ Zip
_____ EIN #	_____ Email Address	_____ Website Address

This form must be forwarded by the recipient organization to The Merck Company Foundation within 180 days of receipt of employee's contribution in order to be eligible for participation in the Matching Gift Program.

If you have any questions, or need additional information, please contact us:
The Merck Company Foundation Matching Gift Program, P.O. Box 8808, Princeton, NJ 08543-8808
 Tel: (877) 763-5502 • Fax: (609) 799-8019 • Email: merck@easymatch.com • Website: www.easymatch.com/merck
 Download or print Matching Gift Forms from our Website.