

Reynolds American Foundation Matching Grant Program for Public Charitable Organizations

Instructions:

1. An eligible person should fill out Part A and mail this form with the contribution to the organization named.
2. On receipt of the contribution, the organization should complete Part B and return the form with a copy of the donor's check, evidence of securities transfer, or credit card transaction and a copy of 501 (c) (3) tax exempt status from the IRS (see eligible organizations).

Mail completed form to:
Reynolds American Foundation
PO Box 2959
Winston-Salem, NC 27102

A NOTE TO ELIGIBLE PARTICIPANTS

- A matching grant request must be received by the Foundation within six months of the date of the gift. Requests received later than six months following the date of the gift will not be matched.
- All matters relating to interpretation, application or administration of this program shall be determined by the Reynolds American Foundation. Its determination shall be final.
- The Foundation hopes and intends that this program may be continued indefinitely; however, because unforeseen circumstances may arise, the Foundation must reserve the right to amend or terminate the program.

PART A (To be completed by the donor.)

Enclosed is my personal gift in the amount of \$ _____ to _____
Name of Organization

I wish the amount of \$ _____ to be matched by the Foundation.

Donor's Full Name (Print)

Home Address

Department

City

Employee ID

State

Zip

Employee Director Retiree

Date of Retirement _____

I hereby certify that the above donation is entirely my personal contribution, not made from a business account, and not, in whole or in part, the gift of another individual or the sum of the gifts of other individuals. All information is accurate, contributions are not in lieu of tuition, fees or other personal obligations, and a family member or I have not received personal benefits in exchange for the donation. I have read and understand the guidelines of the Reynolds American Foundation Matching Grants Program and understand that abuse or failure to comply may result in permanent termination of my gift matching privileges and may lead to disciplinary action.

Signature _____

Date of Gift _____

PART B (To be completed by the appropriate officer of eligible organization.)

I hereby certify receipt of the above stated contribution from the above individual and certify that the donation represents a gift and that the donor or the donor's family derives no material benefit as a result of the gift. To the best of my knowledge, this gift is not, in whole or in part, the gift of another individual or the sum of gifts of other individuals.

I have read and understand the guidelines of the Reynolds American Foundation Matching Grants Program and understand that abuse or failure to comply may result in permanent termination of the organization's gift matching privileges.

Authorized Signature

Name of Eligible Organization

Title Telephone (required)

Address

City State Zip

Copy of receipt attached
501 (c) (3) documentation attached (Form will be returned to organization if required attachments are missing.)

REYNOLDS AMERICAN FOUNDATION MATCHING GRANTS PROGRAM FOR PUBLIC CHARITABLE ORGANIZATIONS

The Reynolds American Foundation offers a matching grant program to public charitable organizations for employees of Reynolds American Inc. and its subsidiaries; R. J. Reynolds Tobacco Company; Santa Fe Natural Tobacco Company, Inc.; Conwood Company, LLC; R.J. Reynolds Global Products, Inc. or Lane, Limited and to the Directors of Reynolds American Inc. This program provides financial support to match contributions made by eligible persons to qualifying nonprofit public charitable organizations. The Foundation will contribute an amount equal to your donation of \$25.00 or more not to exceed the maximums. For regular full-time employees and directors, the maximum aggregate amount that can be matched within a calendar year is \$1,000. The maximum amount of \$1,000 will be included in the total \$4,000 maximum amount under the Education and Arts Matching Grants Program made on your behalf. For retired employees, contributions will be matched through the end of the calendar year in which their retirement became effective.

ELIGIBLE PERSONS

- Regular, full-time employees of Reynolds American Inc. and its subsidiaries
- Current Directors of Reynolds American Inc.

QUALIFYING CHARITABLE ORGANIZATIONS

- Organizations eligible for matching grants under the Reynolds American Foundation Educational and Arts Matching Grants program are not eligible for a matching grant under the Matching Grants for Public Charitable Organizations program.
- An eligible organization should be a nonprofit public charitable organization open to, and operated for the benefit of the general public, located in the United States or Puerto Rico and recognized as tax-exempt under section 501 (c) (3) of the Internal Revenue Code and not recognized as a private foundation.
- Examples include community organizations that provide a public service in any of the broad areas of physical or mental health, social welfare, civic or community improvement, environmental organizations or organizations that assist in emergency situations (e.g. Red Cross, homeless shelters, etc.).
- All organizations must provide a tax determination letter from the Internal Revenue Service indicating 501 (c) (3) recognition and public charity status.

GENERAL INFORMATION

The program is intended to support your voluntary contributions to public charitable organizations. It is not designed to replace or pay for expenses which are not tax deductible to you as contributions under the Internal Revenue Service Code and applicable regulations.

ELIGIBLE GIFTS

The Foundation will match:

- Donations made by personal check with photocopy of donor's check or electronic transaction.
- Donations made by credit card with statement of verification from recipient.
- Donations of shares of stock of publicly traded companies whose trading prices are quoted in the Wall Street Journal. For gifts of stock, the Foundation will determine the amount of the Matching Grant based on the closing trading price of the stock as reported in the Wall Street Journal on the date that the donation is made. If the donation is made on a day during which the stock was not traded, the amount of the Matching Grant will be determined based on the closing price of the stock on its most recent, prior trading date.
- Donations distributed by an advised fund, trust or community foundation that is established in donor's name with statement of verification from recipient.

INELIGIBLE GIFTS

The Foundation will not match gifts made to the United Way as it already contributes to the United Way Annual Campaigns.

The Foundation will not match:

- Grouped and pooled donations.
- Funds collected from other individuals for fund-raising events such as walks, bowling and golf tournaments.
- Payments for admission to events, memberships, fundraising events, subscriptions fees, raffle tickets, promotional events and meal functions.
- Payments that afford a personal benefit for the donor or the donor's family.
- Funds contributed to private foundations, trusts or donor advised funds.
- Cash donations.
- Pledges until payment is made.
- Payments made from a business account.
- Other such payments as may be determined not to be in compliance with the intent of the matching grants program.
- Organizations ineligible to receive contributions from the Foundation under any federal or state law, political organizations, religious organizations, fraternal organizations, or those organizations whose activities represent a conflict of interest to you or the Company.

HOW TO CONTRIBUTE

- No contribution will be matched unless the required foundation form is used. Forms may be requested from the Foundation at 336-741-0621 or may be found on the Company intranet through Forms Assistant.
- The donor must complete Part A of the form and send it with the donation to recipient agency. The agency will complete Part B and return the form to the Foundation with required verification of the gift.
- Organizations must provide 501 (c) (3) tax-exempt documentation.
- Matching grants are processed monthly and funds will be sent directly to the organization.