



FREQUENTLY ASKED QUESTIONS

Q. Who is eligible?

A. Active employees, active employees of a wholly owned subsidiary, retirees, and members of The Boeing Board of Directors and the spouses or same-sex domestic partners of any of the above mentioned participants.

Q. What are the minimum and the maximum amounts that the company will match for an employee?

A. The minimum match per eligible individual *per calendar year* is \$25, and the maximum is \$6,000 per individual or household. If both spouses or same-sex domestic partners are Boeing employees, the maximum amount per household is \$12,000.

Donations will be matched dollar-for-dollar to all eligible organizations for all eligible participants except retirees. Boeing retirees and their spouses or domestic partners donations will be matched at 50 percent (50 cents for every \$1 contributed) up to \$3,000 per year.

Q. What organizations are eligible for matching gifts?

A. The match will be made to K-12 and higher education institutions, accredited technical schools, non-profit cultural and arts organizations, including nonprofits that support land trusts and publicly owned parks. To be sure of the institution's eligibility, review the gift matching form or contact the program administrator. The toll-free number is 888-531-GIFT (4438) or email boeing@easymatch.com

Q. Can I request matching funds any time during the year?

A. Yes. Gifts are eligible for matching up to one year from the date the gift was made. The company's matching checks will be distributed on a quarterly basis to eligible organizations.

Q. Health and human service organizations are not in the list of eligible organizations. Why aren't they included in the new program?

A. Health & human service organizations are supported significantly with The Boeing Company contributions and through Employee Community Funds of The Boeing Company.

Q. Can I use my BEMS ID on the Gift Matching form or should I use my social security number?

A. You should use your BEMS ID if you have one. If you do not have a BEMS ID, you may use the last 5 digits of your social security number.

Q. Why does the form ask for the Board of Directors and Top 5 highest paid staff of an organization?

A. This information is required per The Boeing Company compliance requirements with the Executive Order 13224, the USA-Patriot Act of 2001, the Office of Foreign Assets Control (OFAC) and the "Best Practices" document released by the Federal Department of Treasury. All either require or recommend increased due diligence in regard to "Watch Lists" or "Specially Designated Nationals (SDN) Lists". These lists have the names of companies, groups, and individuals who are connected with economic and trade sanctions based on U.S. foreign policy and national security goals targeted towards foreign countries, terrorists, international narcotics traffickers, and those engaged in activities related to the proliferation of weapons of mass destruction. All U.S. citizens and permanent resident aliens, entities within the United States, and all U.S. incorporated entities and their foreign branches are prohibited from dealing with SDNs. By following the guidelines set-forth by these Federal orders, Boeing is protecting the investments it makes in the communities where our employees have designated to receive contributions.

Q. Domestic Partners are now included as eligible participants for the gift matching program? What is the definition of a Domestic Partner?

A. Yes. Same-sex domestic partners are eligible. The Boeing Company defines a domestic partner as:

An individual of the same gender who lives with the employee in the same permanent residence in a permanent, exclusive, emotionally committed, and financially responsible relationship similar to a marriage. A domestic partner must be at least 18 years old, cannot be related to the employee by blood, cannot be married to or legally separated from another person, cannot be a domestic partner to anyone else, and cannot be in the relationship with the employee solely to obtain eligibility under the program.

Q. How do I know if the subsidiary I work for is eligible?

A. Active employees of wholly owned subsidiaries are the only eligible gift matching participants. Please go to <http://law.whq.boeing.com/corpsec/subsidiarylist.pdf> to determine subsidiary eligibility.

Q. Does Boeing audit the program?

A. Yes. When Boeing receives credible evidence that the program rules are being violated, payments are suspended to the organization, and civil and criminal authorities are notified in appropriate circumstances.

Q. How do I find out how much I have given to the program and when my gift is matched?

A. Donors will be notified by email or letter when gifts have been made, and when gifts have been matched. Participants using the online program will have year-round visibility of their gifts.

Q. What ID number do I use to log in to the Gift Matching website?

A. Please use your BOEING employee ID (BEMS ID) number as your user ID. Your password is the last 5 digits of your social security number. Every time you log in, you will need to provide your user ID and personal password to access the site. Boeing is going to be incorporating the online program in Total Access in 2005. Until that time, you will need to sign in each time you want to make a gift or want to check on the status of your matched gift.

Q. Can retirees use the online program?

A. No, not at this time. Online program for retirees is in the works and all affected parties will be notified at that time.



Boeing Gift Matching Program



GIFT MATCHING FORM

PART A (to be completed by donor)

Complete part A (only) and forward this form along with your donation to the Receiving Organization. **All requested information must be provided. If a photocopied form is used, please copy both sides. Please print legibly**

- Donor Status: (mark one)**
- Boeing Employee
 - Wholly-Owned Subsidiary Employee
 - Boeing Board of Directors Member
 - Boeing Retiree
 - Spouse or Same-Sex Domestic Partner of Boeing Employee
 - Spouse or Same-Sex Domestic Partner of Wholly-Owned Subsidiary Employee
 - Spouse or Same-Sex Domestic Partner of Board of Directors Member
 - Spouse or Same-Sex Domestic Partner of Boeing Retiree

Boeing Employee's BEMS ID: _____

If Retired or BEMS ID unknown, last 5 digits of SSN: _____

Donor First Name / Middle Initial / Last Name _____

Name of Organization Receiving Gift _____

Donor Address _____

Organization City, State, Zip _____

Donor City, State, Zip _____

Organization Web Address _____

Donor Work Phone _____ Donor Home Phone _____

Gifts Should be Directed to Specific Department or Program
(e.g. School of Engineering, Ready to Learn Program, etc.) _____

Donor Email Address _____

Date of Gift (mm/dd/yyyy) _____ \$ Gift Amount _____

Form of Gift: Check Securities

\$ Amount to be Matched (whole dollars) _____

Name of Stock: _____ Number of Shares: _____

I hereby certify that the information I have provided on this form is complete and correct and that my gift fully complies with the program provisions on the reverse side of this form. I understand that only the tax-deductible portion of my donation is eligible for matching by The Boeing Company; and I certify that neither I nor any member of my family has or will receive any direct personal benefit in connection with the tax-deductible portion of my gift.

Donor Signature _____

Date _____

PART B (to be completed by receiving organization)

Complete Part B and return to: The Boeing Gift Matching Program, P.O. Box 3723, Princeton, NJ 08543-3723
For Information: Toll Free: 888-531-GIFT (4438) Fax: 609-799-8019 Email: boeing@easymatch.com

Name of Organization (use only the name reflected on IRS Form 501(c)3) _____

Federal Tax ID NO. (EIN) _____

Mailing Address _____

City, State, Zip _____

Contact Person Email Address _____

\$ Gift Amount _____ \$ Tax Deductible Portion of Gift _____

The receiving organization is a (mark one): Higher Ed. Institution K-12 Ed. Institution Arts and Cultural Organization

Please attach a document with the following information per the USA Patriot Act and Executive Order 13224 compliance requirements.

Organization Board of Directors' Names Top 5 Highest Paid Staff Members at Organization **NOTE: Boeing will require updated information once per year**

Conditions of participation in this program include, but are not limited to: the donee's acceptance of Boeing's right to audit any and all records of donations by Boeing personnel (active or retired) possessed or controlled by the donee; donee's full cooperation in any such audit; recognition by donee that Boeing may amend or terminate donee's eligibility to receive any funds or things of value without notice, at Boeing's sole discretion; donee's recognition that Boeing will report any potential irregularities regarding gifts to appropriate government authorities; Boeing may withhold matching funds in its sole discretion, including without limitation if there are indications that gift forms have been altered in any way or any of the rules relating to the program have been violated by either the donor or donee.

I hereby certify that the gift described in Part A above has been received by an organization that is eligible for Boeing gift matching under the programs provisions on the reverse side of this form and that the tax-deductible portion of the gift fully complies with such program provisions and that this organization is in full compliance with anti-terrorism requirements.

Contact Name _____ Title _____ Email Address _____

Signature _____ Date _____