

A. EMPLOYEE SECTION: Eligible employee (regular, full-time U.S. based employee or a regular, part-time employee who works at least 20 hours per week) completes sections A and B only. **Form is then mailed to recipient organization with gift or online receipt.**

Print or Type Full Name

Company, Subsidiary, Division & Title

Home Address

Company Address

City, State, Zip Code

Daytime Phone Number

Employee Number

B. EMPLOYEE'S GIFT: Nonprofit organization receiving gift must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Organization Name

Date of Gift

Is this a general matching request?

Is this a matching request relating to a special designated company program? (e.g. Nepal Earthquake Relief, Ebola, etc.)

Is this a match request for a Fundraiser?

I am pleased to enclose my personal gift (\$25.00 minimum) of \$ _____ and would like \$ _____ applied to the Penguin Random House matching gifts program.

Note: Employee may choose to have the entire gift, or just a portion of the gift, matched by the program.

I have attached:

check money order or credit card/online receipt

(Please check appropriate box).

I request that the above organization report this gift to Penguin Random House as an application for a matching gift in the amount specified.

Employee Signature

Date

EMPLOYEE PLEASE MAIL, FAX OR EMAIL THIS FORM WITH YOUR PERSONAL GIFT (OR ONLINE RECEIPT) TO THE RECIPIENT ORGANIZATION FOR COMPLETION OF SECTION C
DO NOT SEND DIRECTLY TO PENGUIN RANDOM HOUSE MATCHING GIFTS

C. RECIPIENT SECTION

This is to certify that the above described gift of \$ _____ was received on _____.

We have reviewed the eligibility requirements of the Penguin Random House Matching Gifts Program described on this form (below) and certify that our institution meets these requirements.

Legal Name of Organization

Federal Tax Identification Number

Address

City, State, Zip Code

Name and Title of Certifying Officer

Phone Number

Fax

Signature

Date

Email

Website

Gift Match Eligibility: Penguin Random House will match eligible gifts on a dollar-to-dollar basis up to \$2,500 per employee, per calendar year, to qualifying nonprofit organizations with 501(c)(3) tax exempt status. To be considered for a matching contribution, the gift must be a personal contribution of an eligible employee, by check, money order or credit card payment actually made and not merely pledged for future payment. We will only match fully deductible gratuitous contributions. No matching gifts will be given for tuition payments, gifts that support political parties or candidates, gifts to be used for religious or other sectarian purposes (note: gifts to sectarian organizations may be matched at the discretion of Penguin Random House if the organization uses the funds primarily to benefit people outside of its own membership), gifts for which the donor, family members, or friends receive a benefit (e.g., auction items, dinner, raffle and/or sporting event tickets, sponsorships, golf tournaments [including participation] parking privileges, memberships, etc.), subscription fees for publications, insurance premiums, gifts of real or personal property, gifts of securities (stocks, bonds, etc.), unpaid pledges, fees for services, bequests, contributions to trusts, donations of time, talent or equipment. Penguin Random House will not match gifts to any organization which discriminates in any way that is inconsistent with its equal opportunity policies.

Fundraiser Eligibility: Penguin Random House will match up to \$1,500 per employee (included in the \$2,500 per employee annual maximum), per calendar year, for money raised personally by employees for fundraising events to qualifying nonprofit organizations with 501(c)(3) tax exempt status. The same eligibility above will apply to all fundraising requests. Types of fundraising events include, but are not limited to, walk-a-thons, bike-a-thons, and 5K's to name a few. Each fundraising request will be considered on a case by case basis.

Please send this completed application to:
Stacy Matulewicz, Penguin Random House Matching Gifts Program, 1745 Broadway – 14th Floor, New York, NY, 10019.
Phone (212) 782-9466 Fax (212) 782-9181

New organizations, please include 501(c)(3) tax determination letter, W9 form, and your mission statement.

Approved payments are processed on a monthly basis.

Matching gift applications received after December 1st will be matched in the following calendar year and applied to the new year's matching allocation.