



AOL Matching Gifts Program

To encourage and support the generosity and community involvement of employees, AOL is proud to offer the AOL Matching Gifts Program. Through this program, an employee may request a matching gift from AOL following their act of giving a personal donation to an eligible charitable organization.

Eligible Participants

Full-time and part-time employees (working more than 25 hours per week) of AOL Inc. and its subsidiaries may participate in the AOL Matching Gifts Program. AOL employees in both U.S. and internationally-based locations are eligible.

Eligible Organizations

Nonprofit organizations located in the United States or in a U.S. territory and 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 federal, state or local government as provided by Section 170(c)(1) of the Code. International Recipient Organizations that meet the tax equivalency standards of 501(c)(3) organizations in the U.S. are also eligible.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, arts and culture organizations, health and human services agencies, civic organizations, and environmental organizations.

What Contributions are Eligible?

- Must be a donation, from the donor's personal funds, which has been paid, and not pledged, directly to an approved organization.
- The minimum gift eligible for matching is \$25 USD. For installment gifts, each match request must be submitted separately and meet the \$25 USD minimum gift requirement.
- The maximum amount matched per donor per calendar year is \$250 USD. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of cash, check or credit card.
- You may be asked to provide proof of your contribution in the form of a cancelled check, bank statement or credit card statement.
- You can charge your contribution and request a match, right from the AOL Matching Gifts Program website at www.easymatch.com/aol.

What Gifts are Not Eligible for Matching?

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family/Private Foundations
- Gifts of stock and securities
- Gifts made in lieu of tuition payment for services
- Subscription, membership, or any other fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

How Does the Program Work?

Online

Employees may request matching gifts through a quick, user-friendly, online request process at the AOL Matching Gifts Program website: www.easymatch.com/aol.

Following receipt of the request, the AOL program administrator will contact the organization to verify receipt of the employee's gift.

Paper

Employees may request matching gifts through a paper-form process as follows:

Employee Instructions

- Employee completes Part 1 of the form.
- Employee mails the completed form and any other necessary documentation to the organization.

Organization Instructions

- The organization completes Part 2 of the form, verifying that the gift was received.
- The form must be signed by an authorized officer of the organization.
- The organization mails the completed form to the AOL Matching Gifts Program at P.O. Box 7898, Princeton, NJ 08543-7898.

Eligible requests are processed on the following quarterly schedule.

Received By:	4/1	7/1	10/1	1/1
Processed By:	4/30	7/30	10/30	1/31

Matching gifts must be requested within six months of the gift date. Requests received after that time will not be honored. Receipt of gift will be verified by the organization. AOL grants are designated for unrestricted support.

For more information, please visit the program website at <http://www.easymatch.com/aol>.

The website contains program related information such as Guidelines and FAQs, as well as the ability to view your personal giving history and search for charitable organizations.

If you have any questions, please contact the AOL Matching Gifts Program via email at aol@easymatch.com or phone at 1-866-659-8125.

Administrative Conditions

AOL reserves the right to interpret, apply, amend or revoke the program and/or the guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between AOL and any one or all of its employees.

Organizations approved in the past may not qualify for the AOL Matching Gifts Program in subsequent years if new information is received regarding the loss of their tax status or change in their mission or their programs that indicate the organization now falls outside of the AOL Matching Gifts Program guidelines. However, absent such new information, previously approved organizations are likely to be approved.



AOL Matching Gifts Program

Part 1—Donor Section

Instructions: Complete Part 1 of this form—complete one form for each gift. Please print or type. Send the form and a copy of the program guidelines with your contribution to the recipient organization.

Donor Employee ID Number

Donor Name

Home Address

City/State/Zip

Country

Business Telephone (include area code)

E-Mail

Exact Date of Gift

Amount of Gift (Min \$25 USD)

Amount to be Matched (Max \$250 USD)

Type of Gift (please check one):

Cash Check Credit Card

Name of Organization

Organization City, State, Country

Restriction or Purpose (if any)

I hereby certify that:

- Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution.
- I authorize the above-named recipient organization to report this gift to AOL for the purpose of applying for a matching gift.
- My gift is a voluntary contribution, that it fully complies with the provisions of the program described herein, and does not represent in any way a fee for a service or benefit.
- Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions and, in addition, may result in violations of law.
- I have not been nor will be reimbursed by anyone for this contribution.
- I have read and understand the guidelines of the AOL Matching Gifts Program.

Signature of Employee

Date

*Failure to complete this form will delay processing.

Part 2—Recipient Organization Section

Instructions: Verify receipt of gift. Complete Part 2 of this form. Please print or type. If this is your first matching gift request to the AOL Matching Gifts Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary mission statement or purpose. Forward form to the address printed below.

Employer Identification Number (EIN)

Organization Name

Address

City/State/Zip

Country

Telephone (include area code)

Fax (include area code)

E-Mail

Website Addresses (if any)

Date Gift Received

Amount of Gift (\$USD)

Tax Deductible Gift Amount (\$USD)

I hereby certify that:

- This organization/program meets the eligibility requirements of the AOL Matching Gifts Program.
- Neither the donor nor AOL will derive any personal material benefit from this gift or match.
- This organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this Matching Gifts Application, I agree that this organization will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.
- I have read and understand the guidelines of the AOL Matching Gifts Program.

Authorized Officer's Name (Please Print)

Title (Please Print)

Signature of Authorized Officer

Date

*Completed forms must be received within six (6) months of the date of gift. Failure to complete this form will delay processing.

Mail completed form and required enclosures to:

AOL Matching Gifts Program
P.O. Box 7898
Princeton, NJ 08543-7898

1-866-659-8125 • aol@easymatch.com • www.easymatch.com/aol