

# Matching Gift Form



For eligibility guidelines, procedures, and program administration, please see the reverse side of this form.

## A: EMPLOYEE SECTION

To be completed by the employee donor. Please print or type. Original form should then be mailed to the school along with the employee's contribution.

Personnel Number \_\_\_\_\_

Name \_\_\_\_\_

Work Phone (including area code) \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address (not required) \_\_\_\_\_

Status:  Full-Time Employee  Part-Time Employee

Beneficiary School \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Gift Designation or Purpose (if any) \_\_\_\_\_

Enclosed is my check in the amount of \$ \_\_\_\_\_ (\$25 minimum)

Amount of match requested \$ \_\_\_\_\_ (\$25 minimum)

Date of Gift \_\_\_\_\_

I have read and understand the guidelines of the Edison International Matching Gift Program. I certify that neither my family nor I will derive any direct or indirect financial benefit from this contribution. I further certify that neither my gift nor the company's matching contribution will be used to pay for tuition, services or other personal financial obligations. The above donation is entirely my personal contribution, and is not in whole or in part the gift of another individual or the sum of the gifts of other individuals.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## B: RECIPIENT SECTION

To be completed by the recipient institution. Please print or type.

*Note: If this is your first request for a matching gift from Edison International, please attach a copy of your IRS tax-exemption letter (for example, a 501 (c) (3) or 170 (c) (1) certification letter). Failure to attach this information may result in delays.*

Check One:  IRS Tax-Exemption Letter Enclosed  
 IRS Tax-Exemption Letter Previously Sent

Federal Tax ID Number (9-digit EIN) \_\_\_\_\_

School Name \_\_\_\_\_

Type of School:  K-12  
 Community College  
 Four-Year College or University

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (including area code) \_\_\_\_\_ Fax (including area code) \_\_\_\_\_

Email and Web Site Address (if any) \_\_\_\_\_

Amount of Gift \$ \_\_\_\_\_ Date Gift Received \_\_\_\_\_

This is to certify the gift shown was received by this non-profit organization as a charitable contribution. To the best of our knowledge it meets Edison International's matching gift criteria as described in this form and will be used in support of the educational institution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name and Title \_\_\_\_\_

Mail the completed original form and any required enclosures to:

Edison International Matching Gift Program  
PO Box 3288, Princeton, NJ, 08543-3288

*If you have any questions, please call the Edison International Matching Gift Program toll free at (877) 698-5963 or send email to [eix@easymatch.com](mailto:eix@easymatch.com).*

# Matching Gift Program Guidelines



Edison International believes quality education is one of the greatest investments we can make for the future. The company supports education through a variety of academic enrichment programs and initiatives, including its Matching Gift Program. Edison will match employees' contributions, dollar for dollar, to qualified public and private schools. You may make one contribution annually, and can participate at any time of the calendar year.\*

## Eligible Donors

Edison International will match gifts to qualified schools when requested by:

- Full-time employees with no minimum length of service; and
- Part-time employees with no minimum length of service.

## Eligible Gifts

Employees may make more than one contribution in a calendar year. The Matching Gift Program matches (dollar for dollar) gifts of at least \$25, up to an annual maximum of \$2,000 per employee per calendar year. Gifts must be in the form of a check made payable to the school.

Gifts must be personal contributions actually received by, not merely pledged to, the educational institution. Contributions must not result in tangible benefits for the donor. The following DO NOT qualify for matching gifts:

- Alumni(ae) dues;
- Subscription fees for publications;
- Tuition, books or other student expenses;
- Club donations; or
- In-kind gifts.

## Eligible Schools

Edison matches employee gifts to public and private elementary schools, secondary schools, community colleges, and four-year colleges and universities. At this time, Edison International's Matching Gift Program does not include preschools, trade or professional schools.

To be eligible, an educational institution must be located in the United States or one of its possessions and be accredited by a nationally recognized accrediting association. It must also be either designated by the Internal Revenue Service to be a public charity under Section 501 (c) (3) of the IRS Code, or be an instrumentality of a federal, state or local government as provided by Section 170 (c) (1) of the IRS Code.

## How To Apply

The employee must:

- Complete Part A of the matching gift form on the reverse side of this page.
- Mail the original form, together with your contribution, to your selected educational institution. (Faxed copies will not be accepted.)

The recipient school must:

- Complete Part B of the matching gift form.
- Return the original form and a copy of the school's IRS tax-exempt letter (if necessary) to the Edison International Matching Gift Program at the address listed.

Edison International makes matching payments after receiving the completed matching gift form and verifying that the gift qualifies. Matching gifts must be requested within six months of the school receiving your original contribution. Eligible gifts will be processed and matched to schools quarterly.

Additional and online forms are available on [myedison.net](http://myedison.net) under Community Involvement, Matching Gifts. You may also contact the Matching Gift Program via our toll free number at (877) 698-5963 or by emailing [eix@easymatch.com](mailto:eix@easymatch.com)

## Program Administration

Edison International's Community Involvement Department manages the Matching Gift Program. The Department's decisions on donor and institution eligibility are final. The company may change, suspend, amend or discontinue the Matching Gift Program at any time.

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\* If you wish to make your donation using payroll deduction, you must apply for a Matching Gift during the annual Employee Contributions Pledge Drive by completing your pledge card. Pledge cards are available at [www.easymatch.com/eix](http://www.easymatch.com/eix) or from your Campaign Leader.