

## Matching Charitable Gifts Program Guidelines

Through Grainger's Matching Charitable Gifts Program, the Company furthers its goal of being a good corporate citizen while allowing employee and retiree participation in directing Company contributions. This program encourages participants' voluntary support of educational, cultural, civic and community, and health and human services organizations.

### How the Program Works

Each calendar year, Grainger will match up to \$2,500 of an eligible participant's personal contributions that meet the program guidelines. The match ratio is \$3 for every \$1 contributed by the eligible participant. Each gift must be a minimum of \$25. For example, an eligible participant's gift of \$25 would be matched with a gift of \$75 from Grainger.

### Eligible Participants

Eligible participants must be active, regular full-time employees who have completed three months of service, active regular part-time employees who have completed one year of service, retirees, and active and retired members of the Board of Directors. Spouses and surviving spouses of eligible participants are not eligible.

### Eligible Organizations

Not-for-profit organizations located in the United States or one of its possessions 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.

Categories include education, culture and arts, civic and community, and health and human services organizations, and other eligible not-for-profit organizations. Education gifts must be to accredited and degree-granting public or private schools, including secondary and elementary schools, higher education institutions, technical institutes, and tax-exempt organizations whose primary purpose is to support educational objectives.

### Eligibility Requirements

- An organization must be located and use the matching gifts for program support in the United States or one of its possessions.
- The value of premium gifts to a donor in exchange for contributions, such as merchandise or subscriptions, is not tax deductible and therefore not eligible for matching.
- Gifts must be paid, not pledged and must be the donor's own money and not collected from others.
- The minimum gift eligible for matching is \$25.
- The maximum amount matched per donor per calendar year is \$2,500. 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) or marketable securities with a quoted market value. Merchandise or other in-kind gifts are not acceptable.
- Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.
- You may be asked to provide proof of your contribution in the form of a cancelled check or a transfer of stock certificate.
- Determination of an organization's initial and continuing eligibility will be at the sole discretion of the Company.

### What Gifts are Not Eligible for Matching?

- Gifts made for extra-curricular activities, including sports, band, travel, field trips, etc., and athletic/sports groups such as Little League teams.
- Athletic scholarships and academic scholarships that benefit the donor.
- Payment for books, tuition, student fees, dues to alumni groups, tickets, memberships, amounts paid as subscription fees for publications, unpaid

pledges, gifts to third parties (even if directly benefits the organization), or anything else for which the participant receives any personal benefit.

- Gifts to organizations whose purpose is to propagate a particular religious belief or evangelistic effort or gifts to houses of worship.
- Insurance premiums or 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:

Participants may request matching gifts through a quick, user-friendly, online request process at the Grainger Matching Charitable Gifts Program web site <https://www.easymatch.com/granger>.

Following receipt of the request, the Grainger Matching Charitable Gifts Program administrator will contact the organization to verify receipt of the Participant's gift.

#### Paper:

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

#### Participant Instructions

- Participant completes Part 1 of the form.
- Participant 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:

**Grainger Matching Charitable Gifts Program**  
**P.O. Box 7907**  
**Princeton, NJ 08543-7907**

Eligible requests are processed on the following quarterly schedule.

<b>Received By:</b>	<b>2/28</b>	<b>5/31</b>	<b>8/31</b>	<b>11/30</b>
<b>Processed By:</b>	<b>3/31</b>	<b>6/30</b>	<b>9/30</b>	<b>12/31</b>

Matching Gifts must be requested within one year of the gift date. Requests received after that time will not be honored. Receipt of gift will be verified by the organization.

The participant's signature and the organization's signature on the form certify that the program requirements have been met. The Company will make all final determinations as to the eligibility of participants, gifts and recipients.

For more information, please visit the program web site at <https://www.easymatch.com/granger>.

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

If you have any questions, please contact us by email at [granger@easymatch.com](mailto:granger@easymatch.com), phone at 1-866-556-1254, or fax at 1-609-799-8019.

Organizations approved in the past may not qualify for the Grainger Matching Charitable 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 Grainger Matching Charitable Gifts Program guidelines.



# Matching Charitable Gifts Program Form

## Part 1 – Participant Section

**NOTE:** You must be employed by Grainger either full-time for three months or part-time for one year, a retiree, or an active or retired Board Member.

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

\_\_\_\_\_  
DONOR NAME

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
DAYTIME TELEPHONE, INCLUDING AREA CODE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
EXACT DATE OF GIFT

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
AMOUNT OF GIFT (MIN \$25) AMOUNT TO BE MATCHED (MIN \$25)

\_\_\_\_\_  
IF SECURITIES, NUMBER OF SHARES AND NAME OF SECURITY

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
ORGANIZATION CITY, STATE

\_\_\_\_\_  
SPECIFIC USE (IF ANY)

- I hereby certify that:
- The information submitted is correct and that my gift complies with all the provisions of the Program.
  - The amount contributed does not arise from any past, present, or future obligation to pay tuition, student fees or alumni fees.
  - 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 W.W. Grainger, Inc. for the purpose of applying for a matching gift and that the gift will be only used in the U.S.
  - My gift is a voluntary contribution, that it fully complies with the provisions of the Program described herein, and does not represent in anyway a fee for a service or benefit.
  - Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions.
  - I have not been nor will be reimbursed by anyone for this contribution.
  - I have read and understood the guidelines of the Grainger Matching Charitable Gifts Program.

\_\_\_\_\_  
SIGNATURE OF PARTICIPANT DATE  
*Failure to complete this form will delay processing.*

## Part 2 – 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 Grainger Matching Charitable 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.

By receipt of the gift, the recipient acknowledges that the amount contributed does not arise from any past, present, or future obligation to pay tuition, student fees, or alumni dues. This gift is subject to such conditions as may be determined, or altered, by W.W. Grainger, Inc. Final determination of an organization’s initial and continuing eligibility will be made by W.W. Grainger, Inc.

\_\_\_\_\_  
EMPLOYER IDENTIFICATION NUMBER (EIN)

\_\_\_\_\_  
ORGANIZATION NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
TELEPHONE, INCLUDING AREA CODE FAX, INCLUDING AREA CODE

\_\_\_\_\_  
EMAIL WEBSITE ADDRESSES (IF ANY)

\_\_\_\_\_  
DATE GIFT RECEIVED

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
AMOUNT OF GIFT TAX DEDUCTIBLE GIFT AMOUNT

- I hereby certify that:
- This organization/program meets the eligibility requirements of the Grainger Matching Charitable Gifts Program.
  - That neither the donor nor W.W. Grainger, Inc. will derive any personal material benefit from this gift or match.
  - That this organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this matching gifts form, 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.
  - That I am authorized to attest to the above statements and have sufficient knowledge to do so.
  - I have read and understood the guidelines of the Grainger Matching Charitable Gifts Program.

\_\_\_\_\_  
AUTHORIZED OFFICER’S NAME (PLEASE PRINT)

\_\_\_\_\_  
TITLE (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER DATE  
*Completed forms must be received within one year of the date of gift. Failure to complete this form will delay processing.*

### MAIL COMPLETED FORM AND REQUIRED ENCLOSURES TO:

Grainger Matching Charitable Gifts Program  
P.O. Box 7907  
Princeton, NJ 08543-7907  
phone: 1-866-556-1254  
email: [grainger@easymatch.com](mailto:grainger@easymatch.com)

Schedule for Matching Gifts Check Processing				
Forms Received By	2/28	5/31	8/31	11/30
Checks Mailed By (approx.)	3/31	6/30	9/30	12/31