

# Matching Gift Program



## Who can participate?

All regular associates of Host Hotels & Resorts, Inc. who have completed one year of continuous service are eligible to participate in the matching gift program.

## What gifts are eligible for matching?

Host Hotels & Resorts, Inc. will match personal gifts of \$50 or more on a dollar-for-dollar basis, up to a calendar year maximum of \$500 per associate per year. The annual maximum may be divided among various qualifying organizations. Gifts are matched on a calendar year basis and there are no carry-over provisions.

If you donate a security, the company will match its value as quoted in *Bloomberg* at the close of the business day on which you make the donation.

## What organizations qualify to give matching gifts?

Qualifying organizations are nonprofit, tax-exempt organizations that meet the requirements of 501(c)(3) of the Internal Revenue Code and qualify under 170(c)(2) of the code as public charities to which tax-deductible contributions may be made.

**Civic/Industry** | Associations such as Chamber of Commerce and nonpartisan advocacy organizations.

**Culture** | Museums of art, science and history, art galleries, performing arts, public radio and television, public libraries, aquariums, zoos, environmental organizations and historic preservation organizations.

**Education** | Nonprofit elementary and secondary schools, technical/vocational schools, colleges or universities, community programs such as literacy, special education and scholarship programs.

**Health & Welfare** | Community clinics, hospitals, national and local health agencies, emergency shelters, agencies for children and youth, food banks and soup kitchens.

## What contributions do not qualify for the matching gift program?

- Gifts to fraternal societies or associations operating under the lodge system;
- Bequests;
- Tuition, books or other student fees;
- Dues to alumni groups, fraternities, or other membership fees;
- Tickets to cultural events and benefits;
- Gifts to religious or political organizations;
- Contributions that represent a conflict of interest to Host Hotels & Resorts, Inc. as determined in accordance with the corporate Code of Ethics;
- Gifts to religious educational institutions that restrict enrollment to those of a particular faith;
- Contributions to private foundations;
- Gifts made by parents for the benefit of their own children (e.g., scouting groups and individual athletic teams); contribution must benefit the organization, not just the child.

Decisions regarding the eligibility of individual contributions for the matching gift program will be made by the Human Resources department in accordance with the Charitable Contributions Policy. The company reserves the right to prorate its matching gift, and to amend or terminate the matching gift program at any time.

## What is the process for obtaining a matching gift?

1. Complete Section 1 of the form and send the entire form, with your contribution and a return envelope, to the eligible nonprofit organization.
2. Upon receipt of your contribution, the organization should complete Section 2 and return it to the address on the enclosed return envelope (the associate must print and include the return envelope).
3. Upon approval, matching gift checks will be mailed to the organization as soon as administratively feasible.

## Who should I contact if I have questions about the program?

If you have any questions or need additional information, contact a member of the Human Resources department.



# Matching Gift Program Application Form

## Section 1 | To be completed by the Host Associate

### Associate Information

Name

Home Address

Apartment / Unit Number

City

State

Zip Code

Social Security Number

### Recipient Organization Information

Name of Organization

Mailing Address

Suite / Floor Number

City

State

Zip Code

### Gift Description

Form of Gift:

Cash

Gift Amount [\$50 minimum]

\$

Date of Gift

Securities

If your gift is in the form of Securities, please indicate the following:

Type of Securities

Name of Issuer (and Ticker Symbol if applicable)

Number of Shares

Account of Other Securities

Date of Gift

I have made the gift noted above and authorize the recipient organization to verify with Host Hotels & Resorts, Inc. the receipt and amount of this gift for the sole purpose of qualifying for a matching contribution.

Associate's Signature

Date

## Section 2 | To be completed by the recipient organization

As an authorized representative of this organization, I certify that the gift indicated above has been received, that it is a direct personal contribution and that the organization meets the requirements of Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Service Code.

We agree to use the funds received for charitable purposes and not for any political or lobbying purposes. We will not divert any funds from the purpose for which they were given and will return any excess funds not used for charity. We will inform Host Hotels & Resorts, Inc. of any changes in our tax status.

Name of Recipient Organization

Recipient Organization's Federal Tax I.D. Number

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date



6903 Rockledge Drive | Suite 1500 | Bethesda MD 20817-1818

Place  
First-Class  
Postage  
Here



Place  
First-Class  
Postage  
Here



HUMAN RESOURCES DEPARTMENT  
HOST HOTELS & RESORTS, INC.  
6903 ROCKLEDGE DRIVE  
SUITE 1500  
BETHESDA MD 20817-1818