

# community partners

count me in!

## Matching Gift Program

When you make a contribution to a qualified education, adult basic literacy, financial literacy or arts & culture organization, The McGraw-Hill Companies, Inc. will match your gift dollar-for-dollar – up to \$3,000 per year, per employee. This \$3,000 annual cap includes your contribution to the Corporation's Community Partners Employee Giving Campaign held each fall, which also matches your gift dollar-for-dollar.

### Who is eligible?

All active employees of The McGraw-Hill Companies, or any of its subsidiaries, retired employees who are eligible for all retiree benefits, directors and retired directors. *Participation by retirees* is limited to up to three (3) years after the individual leaves the Corporation and is no longer an active employee or director.

The spouse of a deceased employee of the Corporation is eligible for a *one-time* gift match. For details contact the Matching Gift Program office.

### Which institutions are eligible?

All institutions and organizations must be located in the United States or one of its possessions, and must also be 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 state or local government as provided by Section 170(c)(1) of the Code.

### Education and literacy

Degree-granting graduate and professional schools, universities, 4-year and 2-year colleges and technical institutes – public or private – will be considered if they are properly accredited by agencies approved by the U.S. Department of Education. Employees need not have attended the institution receiving the gift.

A tax-exempt education fund (e.g., United Negro College Fund, or a member of the Foundation for Independent Higher Education) is eligible if its sole purpose is raising money for its constituent member colleges which individually are eligible under the plan.

Adult basic literacy and financial literacy organizations will be considered if their sole purpose is the delivery or advancement of basic skills instruction in these areas, (e.g., Literacy Volunteers of America, Laubach Literacy

Action, National Foundation for Teaching Economics, Junior Achievement, National Council on Economic Education – and their eligible affiliates).

### Arts and culture

A wide range of arts and cultural organizations qualify (see *Section 2* on the application page of this form). Recipient organizations must be open to and operated for the benefit of the general public. Membership payments and direct contributions qualify.

### Terms of the program

The *minimum* contribution to an eligible institution that the Corporation will match is \$25. The *maximum* total of an individual's contribution that the Corporation will match each year is \$3,000. The amount may be divided among eligible institutions or given to a single institution. (See also "What happens next?".)

Gifts must be personal contributions – cash, or negotiable securities with an established market value determined by the closing price on the day the gift is made.

The Corporation will *not* match: bequests, in-kind contributions, gifts of eligible donors' spouses not employed by the Corporation, payments in lieu of tuition, tickets or subscriptions; dues or gifts payable to national or local alumni groups that are not distributed to the affiliated educational institution, gifts to schools where admission is restricted because of race or creed; gifts intended to fulfill pledges, tithes or other religious-related financial commitments; other payments not received as gifts by an eligible institution.

### How to apply

You can fill out this form following the instructions below or visit the Community Partners Web site at <http://mhc.mcgraw-hill.com.:11111/cccr> to register your request online.

Simply fill out *Section 1* on the application page of this form and send the entire form with your contribution to the institution you select. The institution will certify your form by filling out *Section 2* and will return the entire original form to the Corporation. To be eligible for matching, your gift must be acknowledged by the institution and the form received by the Corporation within *90 days* of the date that the gift is made.

## What the institution does

A responsible Financial Officer of the institution must fill out *Section 2* and mail the entire original form to The McGraw-Hill Companies at the address noted in *Section 2*.

## What happens next?

After verifying that your contribution qualifies for matching, the Corporation will send a check to the institution.

Eligible gifts are matched *quarterly*. If the institution returns your form to the Corporation by the 10th of the last month of the quarter, your gift will be matched in that quarter. If the form is received after that date, payment will be made at the end of the next quarter. Your yearly maximum (see “Terms of the Program” on previous page), however, is based on the calendar year in which your gifts are made.

The McGraw-Hill Companies Community Partners Matching Gift Program will send you an annual acknowledgment of gifts made on your behalf each calendar year.

The McGraw-Hill Companies reserves the right to suspend, amend or terminate this program at any time. The interpretation, application and administration shall be determined by the Corporation and its decisions will be final. Questions on the program should be directed to the Matching Gift Program office: phone: 1-877-877-2127 fax: 609-799-8019; e-mail: [mcgraw-hill@easymatch.com](mailto:mcgraw-hill@easymatch.com).

Information provided by you will be treated by The McGraw-Hill Companies Community Partners Matching Gift Program Administration as confidential, whether or not identified as such by you or recipient organization. If you have any questions in this regard or would like to review the information, please contact 212-512-6480.

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## Matching Gift Program Application Form

All records of contributions will be kept confidential, whether or not identified as such by you or recipient organization. You may also register your request online at <http://mhc.mcgraw-hill.com:11111/cccr>.

### Section 1

To be completed by donor. Please print or type information. Forward entire original form to recipient institution with your gift.

#### Donor

\_\_\_\_\_  
Employee/Retiree ID Number

\_\_\_\_\_  
Name

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

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

\_\_\_\_\_  
Home Phone – Area Code / Number

\_\_\_\_\_  
E-mail Address

- Active Employee                       Eligible Retiree  
 Director                                     Eligible Retired Director

\_\_\_\_\_  
Active Employee's Business Unit / Department / Floor

\_\_\_\_\_  
Active Employee's Office Address – City / State / Zip

\_\_\_\_\_  
Active Employee's Office Phone – Area Code / Number

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Location – City / State

#### Donor gift data

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

\$ \_\_\_\_\_  
Amount

Form of Gift:     Check             Securities: \_\_\_\_\_

shares of \_\_\_\_\_ valued at \$ \_\_\_\_\_

a share, for a total of \$ \_\_\_\_\_

Other: \_\_\_\_\_

Would you like us to mention your gift designation? (Ex.: Annual Fund)

\_\_\_\_\_

I certify that this is my personal contribution which qualifies as a tax-deductible gift. No part of this contribution represents payment, directly or indirectly, of tuition, fees or any services for the benefit of myself or members of my family. Further, no part of any matching gift contribution by The McGraw-Hill Companies which has been requested by me represents payment, directly or indirectly, of tuition, fees or any services for the benefit of myself or members of my family. My personal contribution is not in whole or in part the gift of any other individual, group, groups or organizations. 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. By signing this form, I hereby authorize the recipient of the gift to report such gift to The McGraw-Hill Companies and to apply for a matching gift contribution under The McGraw-Hill Companies Community Partners Matching Gift Program. I further confirm that the personal contribution referred to above has been made by me in the amount and in the form indicated and, together with my request for a matching gift, conforms to the published guidelines of The McGraw-Hill Companies Community Partners Matching Gift Program.

\_\_\_\_\_  
Donor's Signature / Date

### Section 2

To be completed by recipient institution. Please print or type information. Return entire original form to the address below.

#### Recipient Institution

\_\_\_\_\_  
Federal Tax Number (EIN #)

\_\_\_\_\_  
Full Name of Financial Officer

\_\_\_\_\_  
Title of Financial Officer

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Department / Building / Room Number

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone – Area Code / Number

Gift received from: \_\_\_\_\_

In the amount of: \$ \_\_\_\_\_

of which \$ \_\_\_\_\_ is the tax-deductible portion.

Which best describes your organization's primary mission?

- |  |   |
|--|---|
| <input type="checkbox"/> College or University             | <input type="checkbox"/> Arts Council           |
| <input type="checkbox"/> Adult Basic Literacy Organization | <input type="checkbox"/> Performing Arts Center |
| <input type="checkbox"/> Financial Literacy Organization   | <input type="checkbox"/> Music                  |
| <input type="checkbox"/> Public Broadcasting Station       | <input type="checkbox"/> Theatre                |
| <input type="checkbox"/> Library                           | <input type="checkbox"/> Dance                  |
| <input type="checkbox"/> Art Museum                        | <input type="checkbox"/> Literature / Film      |
| <input type="checkbox"/> Historical Museum                 | <input type="checkbox"/> Science / Nature       |

All Arts & Cultural Institutions must enclose a copy of the IRS 501(c)(3) Certificate of Tax Exemption, unless previously submitted to The McGraw-Hill Companies by the institution.

I hereby certify the receipt of the funds relating to the gift described herein and I further certify that the use of such funds relating to this gift will be used to support the primary aims of this institution. This institution, that has been and currently continues to be determined tax-exempt under Section 501(c)(3) of the IR Code and qualifies as a public charity under IRS rules, is either an accredited school, or an adult basic literacy, or financial literacy, or cultural non-profit group. I represent that the above-mentioned funds will not be used to pay, directly or indirectly, tuition (or any other fees and services) that will benefit the contributor or any members of the contributor's family. I recognize that any improper use of these funds contrary to my certifications and representations herein will require this institution to return the funds to The McGraw-Hill Companies and may involve violations of law by me and this institution.

\_\_\_\_\_  
Signature of Financial Officer / Date

#### Send form to:

The McGraw-Hill Companies  
Community Partners  
Matching Gift Program  
P.O. Box 8377  
Princeton, NJ 08543-8377

#### For further information:

Phone:  
TOLL FREE 1-877-877-2127  
Fax: 1-609-799-8019  
E-mail:  
[mcgraw-hill@easymatch.com](mailto:mcgraw-hill@easymatch.com)

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