

Matching Gifts Program Request Guidelines

Foundation

WHO CAN PARTICIPATE

You are eligible if, on the date of your gift, you are a full-time or retired employee or director of The New York Times Company or of a wholly owned Times business unit.

ELIGIBLE ORGANIZATIONS

Four categories are eligible. Within each category, the organization must be a United States entity 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. The four categories are:

- **Education:** Degree-granting institutions of higher education, including two-year community and junior colleges, and secondary and elementary schools that provide a course of instruction leading ultimately to a high school diploma.
- **Culture:** Museums, libraries and other organizations engaged in cultural activities like dance, music, theater, film and photography.
- **Environment:** Organizations engaged in protecting and supporting parks, wildlife and other aspects of the environment and conservation.
- **Journalism:** Organizations that work to protect and support journalists, a free press and enhanced professionalism.

New York Times College Scholarship Program: Effective Jan. 1, 2007. This program provides four-year scholarships to up to 20 new Times Scholars each year. Matching gifts apply only to The Times Scholarship Program and not to other scholarships.

WHAT CONTRIBUTIONS ARE ELIGIBLE?

- Contributions must be from the donor's personal funds and must be paid, not simply pledged. The minimum gift eligible for matching is \$20. For gifts of installments, each installment must be submitted on a separate form and must be \$20 minimum.
- The maximum amount matched per donor per calendar year is \$3,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year.
- The Foundation matches \$1.50 for \$1.00 contributed to an eligible organization.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. Also eligible are gifts made through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations. No other form of personal or real property will be matched.

WHAT IS NOT ELIGIBLE FOR MATCHING?

- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership 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 religious school or religious college

- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

HOW THE PROGRAM WORKS

Matching gifts requests can be submitted online or by paper form.

By Internet:

Matching Gifts requests can be submitted electronically via a paperless process at <http://www.easymatch.com/nytimes>. The web-based process is not only faster and easier, but permits finding program related information like Guidelines, FAQs, Your (*up to date*) Personal Giving History and Search for Charitable Organizations.

By Mail:

The employee should:

- Complete Part 1 of the *original* application form.
- Mail the *original* application form, with the donation and any other necessary documentation, to the organization that meets the criteria listed in the guidelines. Faxed copies will not be accepted. The matching grant from The New York Times Company Foundation will be designated for unrestricted support.

The recipient organization should:

- Complete Part 2 of the *original* application form.
- The authorized officer of the charity must verify the donation, sign the application form and return the *original* application form to The New York Times Company Foundation Matching Gifts Program, P.O. Box 8499, Princeton, NJ 08543- 8499.

Eligible requests are processed and matched to organizations on the following quarterly schedule.

Received By:	3/1	6/1	9/1	12/1
Processed By:	3/31	6/30	9/30	12/31

Match requests must be received by The New York Times Company Foundation Matching Gifts Program within one year of the date of payment by check, credit card, or traded securities. Gifts received after that time will not be honored. All gifts must be verified by the recipient organizations in order to be matched by The New York Times Company Foundation.

For more information, please contact The New York Times Company Foundation Matching Gifts Program via email at nytimes@easymatch.com or by phone at 1-800-449-8062.

ADMINISTRATIVE CONDITIONS

The New York Times Company Foundation reserves the right to interpret, apply, amend or revoke these 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 The New York Times Company and any one or all of its employees.

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Donor Instructions:

Complete Part 1 of this form – one for each gift. *Please print or type.* Send the original form with your contribution to the recipient organization.

Recipient Organization Instructions:

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

Foundation

PART 1 - DONOR SECTION

EMPLOYEE ID NUMBER (IF YOU DO NOT KNOW YOUR EIN, CALL EMPLOYEE SERVICES AT 1-(800) 900-TNYT (8698) FOR ASSISTANCE.)	
DONOR NAME	
HOME ADDRESS	
CITY/STATE/ZIP	
BUSINESS TELEPHONE, INCLUDING AREA CODE	
E-MAIL ADDRESS	EXACT DATE OF GIFT
AMOUNT OF GIFT (MIN \$20) \$	AMOUNT TO BE MATCHED (MIN \$20) \$

Type of gift: Please check one:

- Check
- Securities _____
If SECURITIES, NUMBER OF SHARES AND NAME OF SECURITY
- Private Foundation - If FUNDS ARE FROM A PRIVATE FOUNDATION, PLEASE COMPLETE CONFIRMATION BOX BELOW:

This confirms that the gift given
by: _____ <small>(your foundation's name)</small>
on _____ <small>(date)</small> was made with funds that had been
contributed by me to the _____ <small>(your foundation's name)</small>

NAME OF ORGANIZATION RECEIVING MY GIFT
ORGANIZATION CITY, STATE, ZIP
RESTRICTION OR PURPOSE (IF ANY)

I 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 The New York Times Company Foundation Matching Gifts Program for the purpose of applying for a matching gift. I certify that 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. In addition, I certify that I have not been nor will be reimbursed by anyone for this contribution. I have read and understood the guidelines of The New York Times Company Foundation Matching Gifts Program.

SIGNATURE OF EMPLOYEE	DATE
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PART 2 - RECIPIENT ORGANIZATION SECTION

EMPLOYER IDENTIFICATION NUMBER (EIN)	
ORGANIZATION NAME	
ADDRESS	
CITY/STATE/ZIP	
TELEPHONE, INCLUDING AREA CODE	FAX, INCLUDING AREA CODE
E-MAIL	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 New York Times Company Foundation Matching Gifts Program, and that neither the donor nor The New York Times Company will derive any personal material benefit from this gift or match.

AUTHORIZED OFFICER'S NAME (PLEASE PRINT)	
TITLE (PLEASE PRINT)	
SIGNATURE OF AUTHORIZED OFFICER	DATE

MAIL COMPLETED FORM AND REQUIRED ENCLOSURES TO:

The New York Times Company Foundation Matching Gifts Program
P.O. Box 8499
Princeton, NJ 08543-8499
Phone: 1-800-449-8062
E-mail: nytimes@easymatch.com
Web Site: <http://www.easymatch.com/nytimes>