

## **MATCHING GIFT PROGRAM GUIDELINES**

The Northern Trust Matching Gift Program is designed to support staff members, retirees and members of the Board of Directors of Northern Trust Corporation and its subsidiaries in their personal giving to nonprofit organizations.

As part of its commitment to investing in our communities and supporting the efforts of Northern partners, the Corporation will match 100% of any gifts of at least \$25 – to a maximum of \$2,000 per person, per year – to any eligible educational, health, social welfare or cultural organization.

### **WHO CAN PARTICIPATE?**

All full-time, part-time (20 hours a week minimum and after 90 days of employment) and retired employees are eligible to participate in this program, as are members of the Board of Directors of Northern Trust Corporation.

### **ELIGIBLE ORGANIZATION**

Eligible organizations must be tax exempt under the U.S. Internal Revenue Code and need to provide a copy of the letter from the IRS granting exempt status. Recipients must not be classified as a private foundation. Additional eligibility guidelines are specified below for each category.

#### ***Educational Institutions***

Graduate and professional schools  
Four-year colleges, universities and technical schools  
Two-year junior and community colleges

Schools may be located anywhere in the United States or one of its possessions and must be accredited by a nationally recognized agency. Prior attendance at a school is not required.

#### ***Hospital and Health Agencies***

Hospitals and medical clinics, including drug abuse treatment and mental health centers with physicians on staff.

#### ***Hospices***

Hospitals, hospices, and medical clinics must be located within the metropolitan area of Northern Trust Corporation or one of its subsidiaries.

#### ***Social Welfare Organizations***

Organizations that assist disadvantaged women, children or the disabled by providing essential services such as food, shelter, training and workplace development.

### ***Cultural Organizations***

Libraries

Museums of history, art or science

Public Broadcasting Stations

Zoological Societies

Land Conservancies

Cultural organizations must be located within the metropolitan area of Northern Trust Corporation or one of its subsidiaries.

### **WHAT CONTRIBUTIONS ARE ELIGIBLE?**

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged and must be made directly to approved organization.
- The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- The maximum amount matched per donor per calendar year is \$2,000. 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 check, credit card or marketable securities with a quoted market value.
- You may be asked to provide evidence of your contribution in the form of a cancelled check, bank statement or credit card statement. For donations of stock, please submit a statement detailing proof of the transfer of stock.
  - Credit card contributions can be charged using the NEW web-based program at [www.easymatch.com/ntrs](http://www.easymatch.com/ntrs) or you can contact your recipient organization directly to charge your credit card.
  - 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.

### **WHAT IS NOT ELIGIBLE FOR MATCHING**

#### ***Gifts That Do Not Qualify***

- Gifts made to:

- Advocacy groups
  - The United Way
  - Private foundations
  - Individual churches, synagogues or other such religious institutions
  - Organizations that concentrate on an individual disease or disease-related research
  - Government agencies including veterans groups
  - Bequests
- Gifts that have payments back to the donor or another person (e.g., charitable gift annuities, pooled-income funds)
  - Contributions from eligible donor's family foundations, donor advised funds or irrevocable gifts
  - Dues or gifts to national or local alumni groups, non profit boards dues, clubs, fraternities or sororities
  - Insurance premiums or other such payments not made directly to eligible organizations, even though such payments produce financial benefit for the organization
  - Donations for benefit events, raffle tickets, or other such fundraising efforts that may involve some value returned to the donor
  - Special event fundraising, including galas, tournaments, charity athletic events (e.g., walk-a-thons), tickets, table or advertising for fundraising
  - This list is not all-inclusive. The Committee shall determine its interpretation, application and administration of the Program and its decisions are final.

## **HOW THE PROGRAM WORKS**

Matching gifts requests can be submitted via the Internet through an on line web-based process or by paper.

### ***By Internet:***

Matching Gift requests can be submitted electronically via a paperless process at [www.easymatch.com/ntrs](http://www.easymatch.com/ntrs). The web-based process is fast and easy and offers program-related information such as Guidelines, Your (up to date) Personal Giving History and Search for Charitable Organizations.

### ***By U.S. 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 of your choice that meets the criteria listed in the guidelines. The matching grant to be provided by Northern Trust will be designated for unrestricted support.

**The recipient organization should:**

- ☐ Complete Part 2 of the original application form.
- ☐ An authorized officer of the charity must verify the donation, sign the application form to the Northern Trust Matching Gift Program, P. O. Box 8498, Princeton, NJ 08543-8498.

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

Match requests must be registered within one year of the date of payment by check, credit card or traded securities. Gifts registered after that time will not be honored. All gifts must be verified by the recipient organizations in order to be matched by Northern Trust.

For more information, please contact the Matching Gift Program via e-mail at [ntrs@easymatch.com](mailto:ntrs@easymatch.com) or by phone at 1-866-846-9437.

**ADMINISTRATIVE CONDITIONS**

The Charitable Trust Committee may suspend revoke, amend or terminate this program at any time. The Committee shall determine its interpretation, application and administration of this program and its decisions are final. If you have questions or concerns prior to making your initial contribution, please contact the Matching Gift Program via email at [ntrs@easymatch.com](mailto:ntrs@easymatch.com) or by phone at 1-866-846-9437.

**FORM INSTRUCTIONS**

**Part 1 – Donor Section**

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

**Part 2 – Recipient Organization Section**

Verify receipt of gift.

Complete Part 2 of the form. Please print or type.

If this is your first matching gift request to the Northern Trust Matching Gift 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 on the facing page.