



## **Matching Charitable Contributions**

The PLC Charitable Contribution Match Program (the “Program”) encourages employees to support organizations that help others by supplying health, welfare and other life-enhancing services. Through this program, PLC gives employees the opportunity to determine a portion of the Company’s gifts to charities. Gifts made by eligible employees to qualified charities will be matched on a dollar-for-dollar basis.

### **Eligible Gifts**

Practical Law Company will match certain independently made employee contributions up to a maximum of \$400 per employee per calendar year.

The contribution must be made by check or charge. The contribution must be a completed gift; pledges or bequests do not qualify.

Any portion of payment for which the donor receives any form of consideration (subscriptions, ticket, etc.) is not eligible for a matching contribution under the Program. In addition “in-kind” donations (i.e., services) are excluded.

### **Eligible Participants**

At the time of the contribution, the donor must be an employee of Practical Law Company, Inc.

### **Eligible Institutions**

The Program is designed to support charities to which PLC does not already make a sizable contribution. In addition, PLC does not intend to use the funds to support or send a message of any political or religious point of view.

To be considered for a matching contribution under the Program, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.

### **Sample List of Eligible Charities**

The following organizations are just examples of the types of charities that are eligible under the Program:

- American Heart Association
- American Cancer Society
- American Red Cross
- American Lung Association
- March of Dimes
- Leukemia and Lymphoma Society
- Salvation
- Save the Children
- Local Food Banks
- Local Animal Shelters
- Public Broadcasting System (PBS)

The above list is not all-inclusive. If an employee wishes to contribute to a charity not listed above and expects company match of the contribution, please contact the Office Manager first to assure the charity will be approved for the Program



***Not Eligible for Matching Program***

PLC excludes the following from charitable contribution match eligibility:

- Religious and Educational Institutes
- Political Action Organizations
- Contributions that are made in connection with PLC sponsored or sanctioned charitable support

**Administration**

The funding and administration of the Program will be provided by PLC.

Any necessary interpretation regarding this program will be made by PLC and its decision will be final. Although not anticipated, PLC reserves the right to suspend, change, or revoke the Program at any time.

If you have any questions, please contact Human Resources.



**Matching Charitable Contributions  
Application Form**

---

Employee Name \_\_\_\_\_  
*Last* *First* *M.I.*

Home Address \_\_\_\_\_  
*Street* *City/State* *Zip Code*

**To be considered for a matching gift contribution, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.**

\_\_\_\_\_  
*Name of Organization*

\_\_\_\_\_  
*Organization's Contact Name* *Telephone Number*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City, State and Zip Code*

\_\_\_\_\_  
*Federal Tax ID Number*

\_\_\_\_\_  
*Amount of Gift* *Date of Gift*

"I certify that I qualify as an eligible employee of Practical Law Company, Inc. and that I am making this gift under the conditions stated in the Program policy."

\_\_\_\_\_  
*Employee Signature* *Date*

**Submit completed form along with copy of check or credit card receipt, and a receipt from the charitable organization showing the address and federal tax ID number to Boris Katava.**