



APPLICATION FOR MATCHING GIFTS

A. EMPLOYEE SECTION: Eligible employee (regular, full-time U.S. based employee or a regular, part-time employee who works at least 20 hours per week) completes sections A and B only. Form is then mailed to recipient organization with gift.

Print or Type Full Name	Company, Subsidiary, Division	
Home Address	Department/Location	
City, State, Zip Code	Daytime Phone Number	Employee Number

B. EMPLOYEE'S GIFT: Nonprofit organization receiving gift must have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Organization Name	Date of Gift
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I am pleased to enclose my personal gift (\$25.00 minimum) of \$ _____ and would like \$ _____ applied to the Random House, Inc. matching gifts program.

Note: Employee may choose to have the entire gift, or just a portion of the gift, matched by the program.

I have attached:

check money order or credit card/online receipt

(Please check appropriate box).

I request that the above organization report this gift to Random House, Inc. as an application for a matching gift in the amount specified.

Employee Signature	Date
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EMPLOYEE, PLEASE FORWARD THIS FORM WITH YOUR PERSONAL GIFT TO THE RECIPIENT ORGANIZATION FOR COMPLETION OF SECTION C. IF PAYING BY CREDIT CARD, ATTACH RECIPIENT'S DONOR FORM.

C. RECIPIENT SECTION

This is to certify that the above described gift of \$ _____ was received on _____.

We have reviewed the eligibility requirements of the Random House, Inc. Matching Gifts Program described on this form (below) and certify that our institution meets these requirements.

Legal Name of Organization	Federal Tax Identification Number	
Address	City, State, Zip Code	
Name and Title of Certifying Officer	Phone Number	Fax
Signature	Date	Website

Gift Match Eligibility: Random House, Inc. will match eligible gifts on a dollar-to-dollar basis to qualifying nonprofit organizations with 501(c)(3) tax exempt status. To be considered for a matching contribution, the gift must be a personal contribution of an eligible employee, by check, money order or credit card payment actually made and not merely pledged for future payment. No matching gifts will be given for tuition payments, gifts that support political parties or candidates, gifts to be used for religious or other sectarian purposes (note: gifts to sectarian organizations may be matched at the discretion of Random House, Inc. if the organization uses the funds primarily to benefit people outside of its own membership), gifts for which the donor, family members, or friends receive a benefit (e.g., auction items, dinner, raffle and/or sporting event tickets, sponsorships, golf tournaments [including participation] parking privileges, memberships, etc.), subscription fees for publications, insurance premiums, gifts of real or personal property, gifts of securities (stocks, bonds, etc.), unpaid pledges, fees for services, bequests, contributions to trusts, donations of time, talent or equipment. Random House, Inc. will not match gifts to any organization which discriminates in any way that is inconsistent with its equal opportunity policies.

Please send this completed application, 501(c)(3) tax determination letter, W9 form, and your mission statement to:
 Melanie Fallon-Houska, Random House, Inc. Matching Gifts Program, 1745 Broadway – 4th Floor, New York, NY, 10019.
 Phone (212) 782-8319, Fax (212) 940-7590. Approved payments are processed on a monthly basis. Matching gift applications received after November 15th will be matched in the following calendar year and applied to the new year's matching allocation.