

**APPLICATION FOR TTX COMPANY
EMPLOYEE MATCHING GIFT PROGRAM**

Procedure

The employee completes Part A of this folder and encloses it along with the employee's gift to the eligible institution. The qualifying institution completes Part B and returns the entire folder to:

Human Resources Department
TTX Company
101 North Wacker Drive
Chicago, IL 60606

Employees applying for matching gifts will be advised when their gifts are matched. TTX will pay out the matching gift to the eligible institution no more frequently than each month, and no less frequently than quarterly. Additional folders may be secured from the Human Resources Department or the HR Intranet site.

Part A – Employee's Section (To be completed by employee who is to send this pamphlet, together with gift to professional institution)	
Enclosed is the personal donation of \$ _____ to _____	
Name and Address of Educational Institution	
I hereby authorize the institution named above to report this gift to the Human Resources Department, TTX Company, for the purpose of qualifying for a contribution according to the provisions of TTX Company's Matching Gift Program.	
Name (Print or type in full)	Signature
Department	Home Address – Street
Location	City
Classification or Title	State and Zip Code
Part B – Beneficiary's Section	
To be completed by an appropriate financial officer of the educational institution and returned to the Human Resources Department, TTX Company, 101 N. Wacker Drive, Chicago, IL 60606	
I certify that a donation of \$ _____ was received on _____ .	
From _____ in favor of this institution.	
Name of Employee Donor	
And I further certify that this institution meets all of the requirements or eligibility as set forth in the TTX Company Matching Gift Program.	
Name of Educational Institution	Signature
Address of Educational Institution	Name (Print or type in full)
	Title

