

EMPLOYEE GIVING APPLICATION

Step 1: Employee Section- *to be completed by regular full-time or part-time employee*

Name: _____ Employee Number: _____ Work location: _____

Amount of Contribution (\$50 minimum): _____

Name of Organization: _____

Address of Organization: _____

Date of Gift: _____

Please use my contribution for: _____

I request that the organization I have chosen report this gift to Tiffany & Co. as an application for a matching contribution.

I understand that a donation must be a minimum of \$50 to be matched. I also understand that my total annual limit for all matching donations by Tiffany & Co., regardless of the number of organizations I contribute to, is \$1,000.

Employee Signature: _____ Date: _____

Send this form and donation to your non-profit organization for confirmation.

Online Donations:

If you choose to make an online gift, please print out your confirmation and forward it to the Employee Relations Department along with this Employee Giving Application (ensure the employee portion of the application is filled out).

Step 2: Instructions for Organization- *to be completed by appropriate official*

1. Please provide the following information.

Federal tax identification # _____

I confirm that a contribution of \$ _____ of which \$ _____ is tax deductible has been received on _____.

In addition, I certify that this organization is tax exempt and designated to a public charity under Section 501(c)(3) of the IRS Code.

Name of official: _____ Title: _____

Signature: _____ Date: _____

Legal Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

E-mail/ Website Address: _____

2. If this is the first time requesting a Matching Gift from Tiffany & Co., please include a copy of your IRS 501 (c) (3) tax-exemption notification.

3. Fax the form and information to:
212-202-4093

OR

Mail the form and information to:

Tiffany & Co.

200 Fifth Avenue, 14 Floor

New York, NY 10010

Attn: Employee Relations-Matching Gift Program