

## **Tiffany and Company Guidelines**

Please find attached the information for submitting matching contributions from Tiffany & Co.

Program Summary:

- Tiffany & Co. matches an employee's donation, dollar for dollar, for a minimum of \$50 to a maximum of \$1,000.00 per calendar year.
- All regular full-time and part-time domestic employees are eligible.
- The charitable organization must meet the 501(c)(3) tax exemption requirements.

The instructions from the Intranet site are as follows:

Please follow these steps:

1. Send an email to Employee Giving/Volunteer Matching Program and mailto:[EmployeeGiving/VolunteerMatchingProgram@tiffany.com](mailto:EmployeeGiving/VolunteerMatchingProgram@tiffany.com)
2. Attach your credit card donation receipt to the email.
3. Include the following information in the email:
  1. Employee Name
  2. Employee ID Number
  3. Name of the Charitable Organization
  4. Federal Tax ID of the Charitable Organization
  5. Mailing Address of the Charitable Organization
  6. Date of Donation