



Who is *eligible* to participate?

This program is open to full-time and part-time employees who have completed one year or more of service with Chicago Tribune Company.

To be eligible, an organization must be located in the United States or one of its possessions, and be recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of the federal, state or local government as provided by Section 107(c)(1) of the Code.

Excluded are: donations to public television, public radio or their connected enterprises; Robert R. McCormick Tribune Foundation; the United Way/Crusade of Mercy; places of worship; partisan political organizations, and any organizations that discriminate illegally on the basis of race, color, religion, sex, national origin, handicap or any other legally protected classification.



Frequently Asked *questions*

Is it possible to direct the Foundation's matching gift toward a special area of the organization?

At the time you make a donation to an organization, you may indicate that you want the Foundation's matching gift applied for a specified fund or particular area of support.

Can this program be used toward my child's tuition or school fundraising sales?

Memberships, subscriptions, fees, tuition payments or any form of purchases or payments for service are not eligible for matching purposes.

Will this program match donations to my college's athletic programs?

Donations to college or university athletic associations or their athletic booster clubs are not eligible for matching purposes.

Employee Matching Gifts Program

Triple your charitable donation with Chicago Tribune Foundation's **\$2 for \$1** matching gifts program.

Have a **GREATER EFFECT** on your cause

Chicago Tribune
FOUNDATION

Chicago Tribune
FOUNDATION

Phone: 1-877-702-6375
E-mail: tribune@easymatch.com
www.easymatch.com/tribune



Simply put,

your donation will be tripled when you take advantage of the matching gifts program. Just give to your favorite non-profit organization and Chicago Tribune Foundation will match \$2 for every \$1 you donate.

Some important details about the Matching Gifts Program

- Gifts can be cash, check, money order, credit card or securities.
- Minimum amount for a single gift to be eligible for a Foundation match is \$25.
- Maximum amount that the Foundation will match during a calendar year for single or multiple gifts from an employee is \$500.
- The Foundation will match qualifying tax-deductible donations on a \$2-for-\$1 basis.
- Gifts will be matched on a first come, first-served basis.
- The Foundation has final approval on whether or not a gift qualifies for matching purposes.

INSTRUCTIONS FOR EMPLOYEE

1. Complete the Employee Section of the form below.
(Please fill out one form per contribution.)
2. Enclose the form and your donation in an envelope and mail it to the organization.
Matching gift payments are paid quarterly and will be authorized at the next gift processing date after a completed form is received and approved.

EMPLOYEE SECTION To be filled out by the employee

Name _____
Department _____
Home Address _____
City _____ State _____ Zip _____
Date of Gift _____
Enclosed is my personal contribution of \$ _____ (\$25 minimum)
To _____
(Name of Organization)
☐ Check ☐ Credit Card ☐ Securities _____ (# Shares)

Card Number and Exp. Date or Name of Stock

Please use my contribution for:

- ☐ unrestricted support
☐ restricted support: program designation, if any:

☐ I would also like the Foundation's matching gift to be used for restricted support as noted above.

I request that the organization I have chosen report this gift to Chicago Tribune Foundation as an application for a matching contribution.

Employee Signature _____ Date _____

Send this form and your donation to your non-profit organization

INSTRUCTIONS FOR ORGANIZATION

1. Complete the Organization Section of the form below.
If this is the first time requesting a matching gift from Chicago Tribune Foundation, please include copy of your IRS 501 (c)(3) tax-exemption notification.
2. Mail the form and information to the address below.

ORGANIZATION SECTION

To be completed by appropriate official

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 a public charity under Section 501 (c)(3) of the IRS Code and meets all of the conditions described on the back of this matching gift form.
Name of official _____
Title _____
Signature _____
Legal name of organization _____
Common name _____
(if different from above)
Address _____
City _____ State _____ Zip _____
Phone () _____ Fax () _____
Website _____
E-mail address _____
☐ a copy of your IRS 501 (c)(3) tax-exemption notification

Send completed form to:

Chicago Tribune Foundation
Employee Matching Gifts Program
P.O. Box 7898
Princeton, NJ 08543-7898

Phone: 1-877-702-6375
E-mail: tribune@easymatch.com
www.easymatch.com/tribune