

The Washington Post Company Matching Gifts Program

Part **TO BE COMPLETED BY EMPLOYEE**

A *Part A is to be completed by employee. Please forward the original form to the recipient organization along with your gift.*

Only personal funds will be matched.

I authorize the recipient organization to report this gift to The Washington Post Company to obtain a matching contribution.

Signature (required)

A copy of the completed form will be mailed to you as notification that your gift has been matched.

Please print clearly or type:

Enclosed is my contribution of \$ _____ (\$25 minimum) Date of gift _____

Check Credit card Securities

Recipient organization _____

Gift restriction or purpose _____

Name of employee _____

Date employed _____

E-mail _____ Phone # _____

Employee mailing address _____

City/state/zip _____

Job title _____

Employed at _____ Location _____

Double match requested: Educational institution Active volunteer

Please describe volunteer service: _____

Do Not Separate

Part **TO BE COMPLETED BY RECIPIENT ORGANIZATION**

B *Recipient organization completes Part B. Please forward the entire original form for processing to:*

Katie Shea
The Washington Post Company
1150 15th Street, NW
8th Floor Corporate
Washington, DC 20071

***You must include a copy of your 501(c)(3) determination letter.**

A copy of the completed form will be returned to recipient organization with the matching gift check.

I certify that a contribution of \$ _____ was received from (donor name) _____ on (date) _____.

*This organization is tax-exempt by the IRS [501(c)(3)]. This charitable contribution is tax deductible [under section 170].

This matching gift will not be used for religious, political action or lobbying activities.

No goods or services were provided as a result of this gift.

Authorized signature _____

Print name _____

Title _____

Organization _____

Address _____

City/state/zip _____

E-mail _____ Phone # _____

Part **The Washington Post Company – Internal Use Only**

C Applicant is an employee and meets program requirements. Verified by _____ Date _____

Match amount:

Accounting Department: Please issue a matching gift check in the amount of \$ _____

Authorized by _____ Date _____

Matching check mailed: Date _____ By _____

The Washington Post Company Matching Gifts Program

What Is the Matching Gifts Program?

The Washington Post Company matches its employees' charitable donations as a meaningful way of thanking employees for contributing to nonprofit organizations.

How It Works

Send a gift to a qualifying nonprofit [501(c)(3)] organization along with your matching gift form. Have the organization send the form to us, and your gift will be matched.

- One-to-one match of any amount from \$25 to \$2,000 total per calendar year for each eligible employee.
- Double match to educational institutions and organizations where the employee is an active volunteer (*i.e.*, board member, volunteer worker).

Who Can Participate

- Full-time employees with one year of service
- The company's Board of Directors

Eligible Organizations

- Tax-exempt charitable organizations located in the United States and its territories [defined as Section 501(c)(3) public charities by the IRS].
- Accredited two- and four-year colleges, universities, graduate and professional schools, engineering and technical schools, nursery schools and day care centers that provide an educational curriculum, public and private secondary and elementary schools.

Eligible Ways to Give

All gifts must be from personal funds.

- Check
- Credit card
- Securities

Ineligible Gifts

- Religious institutions (or programs where the primary purpose is to promote religion), unless the specific program is nondenominational (*i.e.*, soup kitchen, homeless shelter)
- Political action or lobbying organizations
- Federated campaigns (*i.e.*, United Way)
- Pooled contributions
- Labor organizations
- Membership dues, tuition payments and subscription fees
- Private foundations
- Fraternal organizations

Follow These Steps

- Fill out Part A of the application form. Please provide all the information requested.
- Send the entire original application to the recipient organization, which will complete Part B and send the entire form to the company's Corporate Affairs department.
- The company will send a matching gift check to the nonprofit organization. You will receive a copy of the completed form as confirmation that your gift has been matched.

Matching gifts are processed throughout the year. Fully completed forms must be received by **November 30** by the Corporate Affairs Coordinator to be included in a calendar year. **Please send your contributions early.**

All correspondence relating to matching gifts should be addressed to:

Katie Shea
The Washington Post Company
1150 15th Street, NW
8th Floor Corporate
Washington, DC 20071
sheak@washpost.com
202.334.6632