



The Washington Post Company matches its employees' charitable donations as a meaningful way of thanking employees for contributing to nonprofit organizations. The company has a one-to-one match of any amount from \$25 to \$2,000 total per calendar year for each eligible employee. There is a double match to educational institutions as well as to organizations where the employee is an active volunteer.

Eligible Participants

All active full-time employees with one year of service to The Washington Post Company are eligible to participate in The Washington Post Company Matching Gifts Program.

Eligible Organizations

Eligible organizations include, but are not limited to: accredited colleges and universities, accredited private and public elementary and secondary schools, nursery and day care centers that provide an educational curriculum, arts and culture organizations, health and human services agencies, civic organizations, and environmental organizations.

Nonprofit organizations must be located in the United States or one of its possessions and 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 a federal, state or local government as provided by Section 170(c)(1) of the Code (*ie.*, public schools, public hospitals, public parks).

What Contributions Are Eligible?

- A donation, from the donor's personal funds, which has been paid directly to an approved organization. You may be asked to provide proof of your contribution.
- The minimum gift eligible for matching is \$25. For installment gifts, each match request must be submitted separately and meet the \$25 minimum gift requirement.
- The program matches a maximum of \$2,000 in employee funds per calendar year. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year. The donor's limit is based on the date of gift.
- The Company double matches gifts to educational institutions and nonprofits where the employee is an active volunteer; therefore, the maximum match per employee may reach up to \$4,000 per calendar year.
- Gifts must be in the form of check, credit card, cash, or marketable securities with a quoted market value. Gifts of securities are valued based on the close amount on the date of the gift. No other form of personal or real property will be matched.
- Contributions made on The Washington Post Company Matching Gifts Program website at www.easymatch.com/washpost and contributions made directly to your organization.

What Gifts Are Not Eligible for Matching?

- Gifts made by or through community trusts or similar organizations, including charitable remainder trusts, donor advised funds or family foundations.
- Membership dues, tuition payments and subscription fees.
- Political action or lobbying organizations.
- Religious institutions, unless specified for a community outreach program, such as a soup kitchen or homeless shelter.

- Federated campaigns (*ie.*, United Way), labor organizations and fraternal organizations.
- Bequests or life income trust arrangements.
- Cumulative gifts from several individuals reported as one contribution.

How Does the Program Work?

Online:

Employees may request matching gifts through a quick, user-friendly, online request process at The Washington Post Company Matching Gifts Program web site: www.easymatch.com/washpost.

Following receipt of the request, The Washington Post Company program administrator will contact the organization to verify receipt of the employee's gift.

Paper:

Employees may request matching gifts through a paper-form process as follows:

Employee Instructions

- Employee completes Part 1 of the form.
- Employee mails the completed form and any other necessary documentation to the recipient organization.

Organization Instructions

- The organization completes Part 2 of the form, verifying that the gift was received.
- The form must be signed by an authorized officer of the organization.
- The organization mails the completed form to The Washington Post Company Matching Gifts Program, P.O. Box 7898, Princeton, NJ 08543-7898.

Eligible requests are processed on the following schedule: requests approved by the first of each month will be distributed by the last day of that month.

Matching Gifts must be requested within six months of the gift date. Requests received after that time will not be honored. Receipt of gift will be verified by the organization. Matching gifts may be designated for restricted or unrestricted support.

For more information, please visit the program website at www.easymatch.com/washpost.

The website contains program-related information such as Guidelines, FAQs, as well as the ability to view your personal giving history and search for charitable organizations.

If you have questions, please contact The Washington Post Company Matching Gifts Program via email at washpost@easymatch.com or phone at 1-877-702-6381.

Administrative Conditions

The Washington Post Company reserves the right to interpret, apply, amend or revoke the program and/or the guidelines at any time.



PART 1 – EMPLOYEE SECTION

Instructions: Complete Part 1 of this form – one for each gift. Please print or type. Send the form and a copy of the program guidelines with your contribution to the recipient organization.

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

BUSINESS TELEPHONE, INCLUDING AREA CODE

E-MAIL ADDRESS

JOB TITLE

EMPLOYED AT

LOCATION

EXACT DATE OF GIFT

\$

\$

AMOUNT OF GIFT (MIN \$25)

AMOUNT TO BE MATCHED (MAX \$2,000)

NOTE THAT THE COMPANY WILL PAY UP TO \$4,000 IN MATCHING FUNDS PER EMPLOYEE PER YEAR FOR ORGANIZATIONS ELIGIBLE FOR A DOUBLE MATCH.

TYPE OF GIFT: PLEASE CHECK ONE:

CHECK/CREDIT CARD/CASH SECURITIES

IF SECURITIES, NUMBER OF SHARES AND NAME OF SECURITY

Please check here if you are an active volunteer (have volunteered within the past twelve months) for this organization in order for this gift to be eligible for a double match.

If checked, briefly describe volunteer service:

NAME OF ORGANIZATION

ORGANIZATION CITY, STATE

RESTRICTION OR PURPOSE (IF ANY)

I hereby certify that:

- I authorize the above-named recipient organization to report this gift to The Washington Post Company for the purpose of applying for a matching gift.
- I have read and understood the guidelines of The Washington Post Company Matching Gifts Program.

SIGNATURE OF EMPLOYEE

DATE

Please fill out this form in its entirety to facilitate processing.

PART 2 – RECIPIENT ORGANIZATION SECTION

Instructions: Verify receipt of gift. Complete Part 2 of this form. Please print or type. If this is your first matching gift request to The Washington Post Company Matching Gifts Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization’s primary mission statement or purpose. Forward form to the address printed below.

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE

FAX, INCLUDING AREA CODE

E-MAIL ADDRESS

WEBSITE ADDRESSES (IF ANY)

DATE GIFT RECEIVED

\$

\$

AMOUNT OF GIFT

TAX DEDUCTIBLE GIFT AMOUNT

I hereby certify that:

- This organization/program meets the eligibility requirements of The Washington Post Company Matching Gifts Program
- This organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act. In addition, by countersigning this Matching Gift Application, I agree that this organization will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.
- I have read and understood the guidelines of The Washington Post Company Matching Gifts Program.

AUTHORIZED OFFICER’S NAME (PLEASE PRINT)

TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER

DATE

**Completed forms must be received within six months of the date of gift. Failure to complete this form will delay processing.*

MAIL COMPLETED FORM AND REQUIRED ENCLOSURES TO:

The Washington Post Company Matching Gifts Program
P.O. Box 7898
Princeton, NJ 08543-7898
Phone: 1-877-702-6381
E-mail: washpost@easymatch.com
Web Site: www.easymatch.com/washpost