



## Matching Gift Program

### Matching Limits

The Company will match dollar for dollar up to \$1,000 per calendar year in contributions you make to eligible charitable organizations or educational institutions. The Company will match charitable gifts made by cash, personal check or credit card. Contributions must be for personal gifts of \$25 or more, and the contributions must be paid, not merely pledged.

### Eligible Organizations and Institutions

Charitable organizations with a Department of Treasury 501(c)(3) public charity status, including educational institutions including publicly and privately supported primary and secondary schools, two and four year colleges, universities and vocation and technical schools in the United States. Organizations with religious or political affiliations are not eligible.

### How to Request a Matching Gift

Complete Part A of the matching gift form (below). Send the form along with your gift to a qualified organization or institution. The organization will complete Part B of the form and return the entire form to the address indicated on the gift matching form. Faxed copies are not accepted, as the form must have original signatures of both the donor and the recipient organization. If you have made your donation via a website or other method, you may attach your receipt to the form and mail into the organization.

### When Matching Gifts are distributed

Once the matching gift form has been returned to WhitePages by the charitable organization, matching gifts will be distributed as soon as administratively possible. Usually within 15 – 30 days.

### Administrative Conditions

The company reserves the right to have final approval of all matching gifts and reserves the right to modify or terminate this program at any time without liability or responsibility for any pending gifts.

### Eligible Employees

All regular status, benefits eligible employees are eligible to participate in the Company's matching program. Interns, temporary employees, vendors, and contractors are not eligible to participate in this program.

### For More Information

If you have questions about the gift matching program, please e-mail [etran@whitepages.com](mailto:etran@whitepages.com) or 206-973-5151.