



# Matching Gifts Program for Higher Education



constellationenergy@easymatch.com • <https://caring.constellation.com/matchinggifts/> • toll free 1-866-545-9206

**TO BE MAILED WITH YOUR PERSONAL GIFT TO ELIGIBLE COMMUNITY COLLEGE, COLLEGE OR UNIVERSITY**

### PART A – To be completed by Employee/Retiree

[PLEASE PRINT]

Employee/Retiree Name \_\_\_\_\_  
Employee Number \_\_\_\_\_  
Home Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Is this a new address?     Yes     No  
Company \_\_\_\_\_  
Telephone Number [WORK] \_\_\_\_\_  
Telephone Number [HOME] \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Purpose of Gift \_\_\_\_\_  
**Note: Gifts for alumni or athletic purposes will NOT be matched. Please read reverse side of form.**

#### Recipient Information

Name of College/University \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Amount of Gift [MINIMUM OF \$25]

\$

Type of gift:     Cash     Check     Credit Card     Securities

#### For Securities:

Name of Security \_\_\_\_\_ # of shares \_\_\_\_\_

Date of Gift \_\_\_\_\_

I have read the Constellation Energy Matching Gift Program guidelines and hereby state that this contribution fully complies with the provisions of the program, is mine alone, and does not include resources from other people or institutions, does not represent payment of tuition or a payment in lieu of tuition, and does not represent a payment directly or indirectly for services.

Employee/Retiree Signature \_\_\_\_\_

Date \_\_\_\_\_

### PART B – To be completed by College/University

[PLEASE PRINT]

EIN # \_\_\_\_\_  
Name of College/University \_\_\_\_\_  
Address/Room/Building \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Financial Officer/Delegate \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Web Address \_\_\_\_\_

**AMOUNTS MUST AGREE**

I certify that the gift described here in the amount of \$  was received by this institution as a personal gift from the contributor named on this form. I further certify that this organization is a qualified 501(c)(3) organization and a copy of the IRS Determination Letter is attached for your review. In addition, I certify that this organization is in full compliance with the anti-terrorism laws legislated by the USA Patriot Act.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

#### ORIGINAL FORM must be returned to:

**Constellation Energy  
Matching Gifts Program  
P.O. Box 7586  
Princeton, New Jersey 08543-7586**

Call toll free at 1-866-545-9206.



*We are pleased you have received a gift from a Constellation Energy employee/retiree. Upon receipt of this form, we will match this gift in accordance with Constellation Energy's guidelines. If we have not given to your organization before, please enclose proof of accreditation and a copy of your organization's 501(c)(3) IRS Determination letter.*

**See guidelines on reverse side.**

# Constellation Energy

## Matching Gifts Program for Higher Education Guidelines

Constellation Energy's **Matching Gifts Program for Higher Education** is designed to encourage employees and retirees to join the company in the financial support of institutions of higher learning in which they have an interest.

**Eligibility:** To be eligible to participate in the Matching Gifts Program, you must be an active or retired employee but need not have attended or graduated from the institution to which you wish to contribute.

Any nonprofit community college, non-proprietary four-year college or university, graduate or professional school located within the United States (including its possessions) and Canada which is accredited or approved by a national accrediting agency or state department of education or operated under public control is eligible for matching contributions.

**Company Contribution:** The company will match, dollar-for-dollar, personal contributions actually made, not merely pledged, provided the gift is made in cash or in securities having a public quoted market value. If in securities, the value of the gift will be considered the last-quoted market value on the date the gift is made. **The company will match up to \$2,000, in the aggregate, for each eligible employee or retiree in any calendar year.** Individuals may contribute to more than one college or university, but must contribute a minimum of \$25 to **each** institution to qualify for matching funds. Any payment not made as a direct contribution, such as annuity gifts, dues of any kind, tuition fees or unfulfilled pledges, will not be matched. If the gift is for a college or university, the contribution must be for education purposes, and cannot be used to support extracurricular activities (e.g., athletics, clubs, sororities, fraternities, alumni groups, etc.).

**Procedure:** As an ACTIVE employee, you are encouraged to make your matching gift request online by following the directions listed below. Giving online helps reduce administrative costs and increases functionality and accuracy. Unfortunately, RETIRED employees are not currently set up for online giving and must submit the paper form.

To submit online:

- Open – myConstellation;
- Select – Resources;
- Select – Power of Caring;
- Select – Matching Gifts; and
- Click on – Submit a New Request.

Follow these simple steps to complete the submission of your matching gifts request:

- **Step 1:** Select the method of your donation (only choose CREDIT CARD if you want to process your donation through the program; otherwise, if you have already made a credit card donation directly to the institution, please choose CASH/CHECK option.)
- **Step 2:** Select an institution. (1) You can view or select from a list of institutions of higher learning that you have donated to previously; (2) You can search from the list of colleges and universities within Constellation Energy's database; or (3) You can type in a new institution of higher education if the college or university is not in Constellation Energy's database.
- **Step 3:** Enter the information pertaining to your contribution (Gift Date, Gift Amount, Requested Match Amount, etc.).
- **Step 4:** Confirm your request.

If you are making your donation directly to the institution, please send your check to the college or university of your choice. You will receive a confirmation of your matching gift request via email. Everything else is handled for you. Please contact the Matching Gifts Administrator toll-free at 1.866.545.9206 with any questions you may have. However, if you make your matching gift request using a paper form, contributors should send gifts directly to the institution of their choice with a completed Matching Gifts for Higher Education form. The institution receiving the gift and form must return the Matching Gifts for Higher Education form attesting to the receipt of the gift. The recipient institution must return the form with all required support materials for review to: Constellation Energy Matching Gifts Program, P.O. Box 7586, Princeton, New Jersey 08543-7586. After eligibility has been confirmed by the company, the matching gift will be approved. Payments are made on a quarterly basis, with checks mailed the 3rd week of the month following quarter end; i.e., 1st quarter – April 17th. Participants using paper forms will not receive a confirmation at the time of the match. At the end of each year, a giving history for that year will be provided to you. However, participants, with internet access, can access their giving history at any time via <https://caring.constellation.com/matching/gifts/>.

**Limitations:** The company reserves the right not to match gifts to any organization it may determine, in its sole discretion, is not an appropriate recipient for charitable funds. The company also reserves the right to limit the amount of money it will contribute to the Matching Gifts Program in any calendar year, to amend or terminate the Program at any time, and to make such interpretation in the administration of the Program as may be required.