

# Follett Matching Gifts Program Request Form



You may make as many copies of this form as you would like. You must, however, send the actual completed and signed form along with your check to a qualifying charity.

## Section A: To be completed by ASSOCIATE, RETIREE, OR SHAREHOLDER

Fill out Section A completely and send form along with your donation to the educational institution or charitable organization of your choice.

Date \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
E-mail Address

**Status**  
 Associate     Retiree     Shareholder  
*Spouses and other relatives of associates are not eligible.*

**Division**  
 Corporate     FHEG     FSS     FINT

### Gift Data

\_\_\_\_\_  
Name of Foundation  
 Please check one  Educational Institution  Charitable Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

Date of Gift (month/day/year)     /  /

Amount of Gift (\$25 minimum \$3000 maximum)    \$  ,  .

Form of gift (cash gifts not eligible)  
 Check  
 Credit Card (include verification of charge)  
 Online Donation (include confirmation/receipt of donation)  
 Securities (include verification of securities: \_\_\_\_\_ number of shares of \_\_\_\_\_ stock)

I certify that this gift is solely for the use of the organization named and that neither I, nor any member of my family, nor any directed third party will benefit in anyway from this gift. I further certify that amount given is entirely my own and meets the qualifications of the program as specified in this form.

\_\_\_\_\_  
Signature Date

## Section B: To be completed by Gift Recipient

I certify that the contribution described in Section A was received by the organization below. This is an accredited educational institution of charitable organization that has been determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code, is not a private foundation, and is one to which contribution by individuals and corporations are deductible on their federal income tax returns.

PLEASE READ CAREFULLY: In order for this form to be processed, you must include a copy of the donor's check. If the gift is a security, made by credit card or Online donation, a receipt documenting the gift must be included with the form.

You must enclose a copy of your federal 501(c)(3) tax -exempt determination letter, EIN number, and a copy of the donor's contribution and return them with this form to the address below.

**NOTE:** All Matching Gift requests an supporting documents must be received by Follett Corporation within 1 year of the gift date.

Please type or print clearly in ink only.

\_\_\_\_\_  
EIN Number Date

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
E-mail Address Web Address

\_\_\_\_\_  
Gift Amount Tax Deductible Amount

I confirm that the above gift was received and that this organization is tax-exempt under the U.S. Internal Revenue Code. I further confirm that no direct, tangible benefit will accrue to the donor, any member of his/her family, or to any directed third party as a result of this gift and that it will be used to support the primary objectives of the organization.

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

Please mail this Matching Gift request form and include each of the following:

- Copy of federal 501(c)(3) tax-exempt determination letter
- EIN number
- Verification of donor's contribution (i.e., copy of check, credit card receipt, Online receipt or securities documentation)

to: Follett Corporation-Matching Gifts Program  
 3 Westbrook Corporate Center, Suite 200  
 Westchester, IL 60154

Questions? Contact the matching Gifts Coordinator: Phone 708-583-2000  
 Toll-free: 800-322-6223 Email: [matchinggifts@follett.com](mailto:matchinggifts@follett.com)