

How It Works

Eligible employees may contribute to any accredited 501(c)(3) non-profit organization and the company will match the donation at a ratio of 1:1. Employees may donate up to \$500 per year to be matched by Hachette Book Group.

Who Can Participate

All regular, benefits-eligible, US and Canadian-paid employees of Hachette Book Group.

How To Apply

Employee: Fill out Part I; mail your contribution and the entire form to the designated organization.

Organization: Complete and countersign Part II, thereby certifying that the contribution has been received and is eligible under this program. The entire form with required documents should be mailed to:

*Hachette Book Group
Matching Gift Program
Attention: Veronica Eastmond
1290 Avenue of the Americas
New York, NY 10104*

Approved Application

If the application is approved, the matching funds will be sent directly to the non-profit organization within six to eight weeks with an e-mailed notification to the employee (when applicable). Please note that Matching Grant totals are calculated on a calendar year basis using the date that the employee made the contribution. For example, if an employee used the Matching Gift program to make a contribution to her alma mater in December 2019 and the match was mailed to the university eight weeks later in January 2020, the match will be credited against her 2019 match limit.

All application materials become the property of Hachette Book Group and will not be returned. The Company reserves the right to change or terminate the program at will.

If You Have Any Questions

Please contact Veronica Eastmond at Veronica.Eastmond@hbgusa.com or 212-364-1304

Eligible Organizations

Hachette Book Group will match employee contributions to accredited 501(c)(3) non-profit organizations.

Ineligible Organizations & Matches

Gifts made by or through Community Trusts or similar organizations, including charitable remainder trusts, donor advised funds, or family foundations.

Gifts made in lieu of tuition payment for services

Membership fees for which benefits are received

Dues to alumni(ae) or similar groups

Bequests or life income trust arrangements

Payments for tuition, books or other student fees

Fees for any service or materials received or subscriptions for publications

Pledges, bequests, insurance premiums

Tickets to athletic, cultural or social events, lunches or dinners

Gifts of real or personal property

“Collective” contributions or funding from sources other than those of the individual submitting the form

Gifts of eligible donors’ spouses

Donations to organizations that engage in illegal or discriminatory practices

Gifts in kind