

Charitable Gift Matching Form



Part A: To be filled out by a Western Asset employee (type, print or fill out PDF form)

Enclosed is my personal contribution to:

For the amount of: \$

Employee signature

Name

Date gift made

Part B: To be filled out by financial officer of the recipient institution (type, print or fill out PDF form)

I certify that the contribution of: \$ _____

Was received by: _____
Legal name of charity (gift match will be made payable to)

Address: _____

Federal tax ID number: _____

Name of donor: _____ Date received: _____

Signature

Name and title of authorized staff at charity

Email your form to WA Accounts Payable at: WAAccountsPayable@westernasset.com

Or Mail to: Western Asset Management Company, LLC
Corporate Finance Department
385 E. Colorado Blvd.
Pasadena, CA 91101

Part C: Accounting use only

Corporate Finance approval: _____

Verification of employee eligibility: _____

Amount approved for match: _____

Per the Employee Handbook, the company will match employee contributions to bonafide 501(c)3 charitable organizations on a dollar for dollar basis. The minimum contribution that will be matched is \$100, and the maximum total annual match per employee is \$1,000. Employee contribution match requests must be submitted to the Accounts Payable department by the end of February each year to be included in the match program for that fiscal year.