



**Merrill Lynch**  
**MATCHING GIFTS PROGRAM**  
 Merrill Lynch & Co. Foundation, Inc.

**Special Note:** Before completing this form, please review the instructions, guidelines and gift limitations for the Matching Gifts program. The Merrill Lynch Foundation reserves the right to modify or discontinue this program at any time. The interpretation, application and administration of the provisions of the program shall be determined solely by the Foundation, and its decisions shall be final.

**Section A: (To be completed by DONOR)** This form can be completed online at <http://www.easymatch.com/ml>

Donor Name \_\_\_\_\_ Employee ID (for employees only) \_\_\_\_\_  
 SS# (for retirees and directors only) \_\_\_\_\_

Home Address (Number & Street) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Employee       Retiree       Merrill Lynch Director

Date of Gift \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of Gift \$ \_\_\_\_\_ Amount to be Matched \$ \_\_\_\_\_

Title of Security (in lieu of cash) \_\_\_\_\_ Number of Shares \_\_\_\_\_

Name of Recipient Organization: \_\_\_\_\_

I certify that the information submitted is correct. My gift fully complies with the provisions of the program and is not being used for personal gain or in payment of any liability I may have to this organization or its affiliates.

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

**Section B: (To be completed by ORGANIZATION)**

Name of Organization \_\_\_\_\_ Federal Tax # (EIN#) \_\_\_\_\_

Address (Number & Street) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Educational Institution       Arts/Cultural Organization  
 Environmental Organization       Health/Hospital Organization

Date of Gift \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of Gift \$ \_\_\_\_\_ Tax-deductible Amount \$ \_\_\_\_\_

I certify that the above-indicated gift has been received, that it will be used to support the primary objectives of the organization, and that it otherwise fully complies with the provisions of the program. I assert that this gift will not be used to pay any fees or in lieu of tuition or any personal obligation of the donor. I further assert that neither this organization nor its affiliates are in any way involved in terrorist financing, money laundering, or any other type of illegal activity.

Name and Title (please print or type) \_\_\_\_\_

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

After this form has been completed and signed by donor and organization, the organization must forward **within 90 days** from date of gift to fax number (609) 799-8019 or mailed to:

**Merrill Lynch & Co. Foundation, Inc.**  
**Matching Gifts Program**  
**P.O. Box 3418**  
**Princeton, NJ 08543-3418**

## MATCHING GIFTS PROGRAM

### Merrill Lynch & Co. Foundation, Inc.

#### INSTRUCTIONS

##### *Donor*

The eligible donor should complete the required information and sign the form certifying that the gift fully complies with the provisions of the program and it is not being used for personal gain or in payment of any liability to the organization or its affiliates.

**The form should be sent with the donation to the eligible educational, arts/cultural, environmental, or health/hospital organization.**

##### *Organization*

A responsible financial officer of the organization should then complete the required information and countersign, certifying that the contribution has been received and complies with the provisions of the program and that the gift will not be used to pay any fees or in lieu of tuition or any personal obligation of the donor. The completed form must be faxed to (609) 799-8019 or mailed to:

Merrill Lynch & Co. Foundation, Inc.  
Matching Gifts Program  
P.O. Box 3418  
Princeton, NJ 08543-3418

Please note that this form may be filled out online at [www.easymatch.com/ml](http://www.easymatch.com/ml).

#### GUIDELINES

##### *Eligible Donors*

- Full-time employee, director or retiree of Merrill Lynch & Co., Inc. or an eligible affiliate employed in the U.S. (including the Virgin Islands, Guam and Puerto Rico); or a
- Limited-hour employee who previously worked at Merrill Lynch full time; or a
- U.S. citizen or U.S. permanent resident alien (green card holder) who Merrill Lynch & Co., Inc. has determined for benefit purposes to be on temporary assignment, and you work in a country where the Medical Care Program is offered.

##### *Eligible Organizations*

**Education:** Colleges, universities and junior colleges that are degree-granting, and independent college funds. Gifts to pre-k, private elementary, secondary and special education schools that have been accredited or approved by an appropriate professional or specialized accrediting body. Public school funds that have 501(c)(3) tax status.

**Arts:** Non-profit arts/cultural organizations primarily focused on activities that are open to and operated for the benefit of the general public (for example, museums, libraries and theaters).

**Environmental:** Non-profit environmental organizations primarily focused on activities that are open to and operated for the benefit of the general public (for example Nature Conservancy and World Wildlife Fund). Environmental organizations that conduct significant lobbying and/or litigation activities are ineligible.

**Health and Hospitals:** Hospitals: non-profit voluntary hospitals accredited by the Joint Council on Accreditation of Hospitals. Health care services: non-profit organizations whose primary purpose is to provide health care services in the prevention or treatment of diseases/disorders (for example, community health center, rehabilitation centers, blood banks and hospices).

**Medical research:** non-profit organizations whose primary purpose is to conduct medical research (for example, the American Cancer Society and American Heart Association).

**All organizations must be recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the Internal Revenue Service Code.** An organization that has 501(c)(3) tax status established by an institution located outside the United States qualifies for matching gifts.

##### *Minimum and Maximum Gift Amounts*

The Merrill Lynch & Co. Foundation, Inc. will match, dollar for dollar and up to \$1,500 in any fiscal year, employee tax-deductible donations to educational, institutions, arts/cultural organizations, environmental organizations or health/hospital organizations that meet certain requirements, Gifts must be \$50 or more to be matched.

##### *Deadlines*

All applications postmarked to the matching gift office after December 1 will be credited toward the employee's eligible match for the following year. **Eligible applications must be received from the 501(c)(3) organization within 90 days of the donor's gift.**

#### GIFT LIMITATIONS

The Merrill Lynch Foundation will not match:

- Private Foundations and Private Operating Foundations
- Pledges;
- Memberships;
- Bequests and insurance premiums;
- Building Funds;
- Payments for tuition, books, or other special fees;
- Dues payable to national or local alumni groups;
- Tickets to athletic, cultural or social events, luncheons or dinners;
- Subscription fees for publications;
- Student exchange programs, fellowship programs, educational seminars;
- Contributions in support of athletic programs;
- Gifts to special events that benefit an organization (e.g., Walk-a-thons, Run-a-thons or Bike-a-thons);
- Gifts made by spouses of employees, personal or family foundations;
- Gifts intended to fulfill a person's pledges, tithes or other church-related financial commitments;
- Gifts made through a third party or gifts given as a way of supporting a third-party organization (e.g., athletic, religious or social organizations) except those to independent college funds;
- Gifts to fraternities or sororities;
- Gifts to Human Service organizations; community chests, civic, community or recreation centers; religious, sectarian or political organizations; animal welfare agencies;

##### Special Note

The Merrill Lynch Foundation reserves the right to modify or discontinue this program at any time. The interpretation, application and administration of the provisions of the program shall be determined solely by the foundation, and its decisions shall be final.

Questions concerning the program and eligibility of organizations should be directed to the Matching Gifts Office at 1-888-609-6646 or send an E-Mail to [ML@easymatch.com](mailto:ML@easymatch.com).