

eBay

Guidelines:

- The eBay Foundation will match up to a maximum of \$500 per calendar year, per employee to any number of eligible organizations. Contributions made in a calendar year will be applied toward your matching gift maximum for that same calendar year. Forms must be submitted and received for gift matching within on year of the date of the gift.
- To recognize volunteerism, in addition to the \$500 match, the Foundation will double match your contribution up to a total of \$1,000 if you currently serve on the board of an eligible organization or you have verifiably volunteered 20 or more hours in the past 12 months.
- The maximum foundation match, including volunteerism, is \$1,000 per calendar year per employee. For example, if you contribute \$200 to an organization at which you volunteered 30 hours, your gift match is \$400. If you then give \$750 to an organization where you do not volunteer or are on the board, the Foundation will match only the first \$300 of that donation. (Your original \$200 plus the next \$300 equals the \$500 maximum annual donation eligible for matching).
- The eBay Foundation, in its sole discretion, reserves the right not to match gifts to any organization that it determines is not appropriate for charitable funds. It may audit or amend the request or decide any questionable eligibility under the Gift Matching Program. Its decision on these matters is final.
- Contributions must be a personal, tax-deductible donation paid (not just pledged) of at least \$25 in cash, check, or negotiable securities.

Procedure:

- Employees must complete Part I of the matching gift form and forward it, along with the contribution, to the nonprofit organization.
- The nonprofit organization must complete Part II and return the form to the address designated.
- After verification that your gift has been received and the institution qualifies for a gift match, a check will be forwarded to them by the eBay Foundation. Matching gifts are processed quarterly. An annual statement will be sent to you at the end of the first quarter of the following year.
- An annual statement of your matches will be sent to you.
- The internal cutoff date for gift match payment to a non-profit, is one month prior to the scheduled payment date. If you want the Quarter 1 checks mailed by April 30, the cutoff date is April 1.