

The purpose of the Abbott Fund Matching Grant Plan is to encourage employees and retirees of Abbott and its participating subsidiaries to make contributions to educational institutions, hospitals, public broadcasting stations, and funds meeting certain criteria. Subject to the rules described below, the Abbott Fund will match all such contributions on a dollar-for-dollar basis.

### Eligible Donors

To participate you must be a regular, full-time employee or retiree of Abbott or one of its participating subsidiaries, or a current or retired director of Abbott.

Retired employees include only those employees and/or surviving spouses of deceased employees eligible to receive a pension benefit from the Abbott Retirement Plan.

### Eligible Donees

Eligible nonprofit organizations must be located in the United States or one of its territories and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code.

Institutions eligible to receive matching grants are limited to educational institutions, hospitals, public broadcasting station, and funds, foundations and associations supporting educational institutions, hospitals and public broadcasting stations, which meet the following criteria:

1. Educational institutions must be accredited by an appropriate U.S., regional, state or professional accrediting body. Eligible institutions include private elementary and secondary schools, and private two or four year colleges, universities, graduate or professional schools.
2. Hospitals must be accredited by the Joint Commission on Accreditation of Hospitals. Eligible hospitals may be privately endowed or tax supported but their primary function must be to provide diagnostic and therapeutic patient services for medical conditions.
3. Funds, foundations and associations supporting educational institutions, hospitals and/or public broadcasting whose sole purpose is to collect and transmit contributions to educational institutions, hospitals or public broadcasting, e.g., United Negro College Fund, independent college funds and united hospital appeals.

If your organization falls within this category, certification to the Abbott Fund is required stating that at least 85% of all contributions received is given to educational institutions, hospitals or public broadcasting.

4. Public broadcasting

### Matchable Contributions

To be matchable, the contribution must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged and must be made directly to the institution in cash, check, credit card or securities having a quoted market value, and the institution must confirm receipt of such contribution on Part B of this form. The contribution must be made and intended to be used solely for the primary purposes of the institution.

Contributions of credit card can be debited using the NEW Web-based program at [www.easymatch.com/abbottfund](http://www.easymatch.com/abbottfund) or you can contact your recipient organization directly to charge your credit card.

Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.

The minimum matchable contribution is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement. The Fund will match contributions up to \$5,000 per participant per calendar year. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year. The donor's limit is based on the date of the gift.

### Ineligible Contributions

1. Gifts solely for religious purposes, political and fraternal organizations, tuition payments, membership fees to alumni associations, dues and gifts to clubs, subscription fees for publications, payments to institutions in return for a benefit or service or payments for hospital and physician fees.
2. Gifts to hospices, burn centers, extended care facilities and nursing homes.
3. Athletic-related programs, including:
  - (i) Gifts to athletic scholarships and athletic associations and funds.
  - (ii) Gifts to non-scholastic programs, i.e., intercollegiate gifts to support intercollegiate athletics, including gifts applied to athletic scholarships and gifts applied to physical facilities that are used primarily for intercollegiate athletics.
4. Cumulative gifts from several individuals reported as one contribution.
5. Gifts of real or personal property.
6. Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds or Family Foundations.

### How the Program Works

Matching grant requests can be submitted through an online Web-based process or by paper.

#### By Internet:

Alternatively to this paper-based process, Matching Grant requests can be submitted electronically via a paperless process at [www.easymatch.com/abbottfund](http://www.easymatch.com/abbottfund). The Web-based process is not only a faster and easier process, but you can also find program-related information such as Guidelines, FAQs, Your (up to date) Personal Giving History and Search for Charitable Organizations.

#### By U.S. Mail:

The employee should:

- Complete Part A of the *original* application form.
- Mail the *original* application form, with the donation and any other necessary documentation, to the organization of your choice that meets the criteria listed in the guidelines. Faxed copies will not be accepted. The matching grant to be provided by Abbott Fund will be designated for unrestricted support.

The recipient organization should:

- Complete Part B of the *original* application form.
- The authorized officer of the charity must verify the donation, sign the application form and return the *original* application form to the Abbott Fund Matching Grant Plan, P.O. Box 8378, Princeton, NJ 08543-8378.

Eligible requests are processed and matched to organizations on the following quarterly schedule.

Received By:	3/1	6/1	9/1	12/1
Processed By:	3/31	6/30	9/30	12/31

Match requests must be registered within (4) four months of the date of payment by check, credit card or traded securities. Gifts registered after that time will not be honored. All gifts must be verified by the recipient organizations in order to be matched by the Abbott Fund.

For more information, please contact the Matching Grant Plan via e-mail at [abbott@easymatch.com](mailto:abbott@easymatch.com) or by phone at 1-866-298-9699.

### Administrative Conditions

The Abbott Fund reserves the right to interpret, apply, amend or revoke these guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between the Abbott Fund and any one or all of its employees.

# Abbott Fund Matching Grant Plan

## Instructions

### (Incomplete Forms Cannot Be Processed)

1. The employee, retiree or director must complete Part A and send the entire form along with each contribution to the eligible donee of choice.  
(Minimum gift \$25.00)

2. The eligible donee must complete Part B and mail the entire form to the Abbott Fund at the address provided at the bottom of this form.

## PART A

Social Security Number

Active ( )    Retired ( )    Surviving Spouse ( )

Employee Name

or Surviving Spouse Name

Home Address

City/State/Zip

Daytime Telephone Number, including area code

E-mail Address

Exact Date of Gift

\$ \_\_\_\_\_ \$ \_\_\_\_\_  
Amount of Gift (\$25 min)      Amount to be Matched ( \$25 min)

Type of gift: Please check one:

Check ( )    Credit Card ( )    Securities ( )

If Securities, Number of Shares and Name of Security

Name of Institution

Institution City, State

Restriction or Purpose (if any)

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I authorize the above-named recipient Institution to report this gift to the Abbott Fund for the purpose of applying for a matching gift. I certify that my gift is a voluntary contribution, that it fully complies with the provisions of the program described herein and does not represent in any way a fee for a service or benefit. Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions and, in addition, may result in violations of law. In addition, I certify that I have not been nor will be reimbursed by anyone for this contribution. I have read and understood the guidelines of the Abbott Fund Matching Grant Plan.

Signature

Date

## PART B

Employer Identification Number (EIN)

Institution Name

Address

City/State/Zip

Telephone, including area code

Fax, including area code

E-mail

Web site Address (if any)

Date Gift Received

\$ _____	\$ _____
Amount of Gift	Tax Deductible Gift Amount

I hereby certify that:

- This Institution/program meets the eligibility requirements of the Abbott Fund Matching Grant Plan.
- Neither the Employee nor the Abbott Fund will derive any personal material benefit from this gift or match.
- This Institution is in full compliance with the anti-terrorism laws legislated by the U.S. Patriot Act. In addition, by countersigning this Matching Gift Application, I agree that this Institution will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.
- Funds/Foundations or Associations – I certify that at least 85% of all contributions received is given to educational institutions, hospitals or eligible public broadcasting stations.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.

Authorized Officer's Name (please print)

Title (please print)

Signature of Authorized Officer

Date

**Mail completed form and any required enclosures to:**

Abbott Fund Matching Grant Plan  
P.O. Box 8378  
Princeton, NJ 08543-8378  
Phone: 1-866-298-9699  
E-mail: [abbott@easymatch.com](mailto:abbott@easymatch.com)  
Web site: [www.easymatch.com/abbottfund](http://www.easymatch.com/abbottfund)