

Brookfield

# Matching Charitable Gift Program

## How the Program Works

Personal donations made by full-time Brookfield Properties US West employees to qualified non-profit organizations and educational institutions contributing to the COVID-19 disaster relief efforts are eligible for a qualified match by Brookfield Properties, subject to certain limitations as outlined below.

Charitable gifts made by cash, check, or credit card are eligible. Contributions of personal property are ineligible. To apply for matching consideration, simply complete Section A of the matching gift contribution form and send it along with a receipt of your gift to the eligible institution or organization. The matching gift requests will then be reviewed by the charitable contributions committee once per quarter. Matching donation checks will also be issued on a quarterly basis and sent directly to the eligible institution or organization.

### ELIGIBLE PARTICIPANTS

Full-time Brookfield Properties US West employees are eligible to participate in Brookfield's Matching Gift Program.

### ELIGIBLE INSTITUTIONS

Not-for-profit organizations such as:

- Disaster Relief Efforts
- Museums
- Libraries
- Theatres
- Public radio and television stations
- Health-related charities

Educational Institutions such as:

- Public, private and parochial, elementary and secondary schools, colleges, universities, technical and vocational institutions. All must be accredited.
- Post graduate institutions
- Alumni associations

Community programs such as:

- Breast cancer programs
- Domestic violence programs
- AIDS prevention and education
- Scholarship Funds

### INELIGIBLE GIFTS

- Groups who advocate a particular religious, social, economic or political point of view.
- Foundations or trusts controlled by employees or their families.
- Contributions which provide a material benefit to an employee and/or his/her family member such as tickets, dues, memberships, dinners, golf outings, raffles.
- Subscriptions, tuition, fees, loans, insurance premiums.

### MATCH LEVELS

- Qualified donations are subject to a minimum amount of \$25 and a maximum annual amount of \$2,500 per employee.
- Qualified donations will be matched on a 1:1 basis.
- Qualified donations made in support of COVID-19 relief efforts will be matched on a 2:1 basis.

### FOR MORE INFORMATION

Contact your program administrator

Brookfield Properties –  
Los Angeles

Montelongo, Irene  
(213) 330-8067

Irene.montelongo@brookfieldproperties.com

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## Section A

To be completed by the employee.

DATE

LAST NAME FIRST NAME MI

EMAIL ADDRESS

LOCATION

BROOKFIELD ENTITY

Personal Check  Credit Card  Cash

FORM OF GIFT

\$

AMOUNT OF GIFT

NAME OF INSTITUTION OR ORGANIZATION

I certify that all of the information given above is correct and that my gift fully complies with all provisions of Brookfield's matching gift program.

EMPLOYEE SIGNATURE DATE

PRINT EMPLOYEE NAME

TITLE

Please include this form with the tax receipt for your donation at the time of submission.

SEND COMPLETED FORM & TAX RECEIPT TO:

Irene Montelongo  
(213) 330-8067  
irene.montelongo@brookfieldproperties.com

FEDERAL TAX ID NUMBER

I certify that this institution/organization meets the criteria established under Section 501(c)(3) of the Internal Revenue Code or Section 149.1(1) of the Income Tax Act.

APPROVED

BERT DEZZUTTI, REGIONAL HEAD SIGNATURE DATE