



Instructions for US-based colleagues to enter Aon Employee Matching Gift Requests

Active, full-time Aon colleagues in the U.S. who have been working at Aon for one year or more may request up to \$1,000 per calendar year in Aon Foundation matching funds for their personal charitable contributions of \$25 or more to a wide range of public charities and causes such as universities, health research organizations, community-service providers and international relief programs. Complete program rules, including organization eligibility, can be viewed on [Program Rules & Guidelines](#).

The Matching Gift program is a web-based system. Colleagues log on to the Matching Gift site to register their request and generate a matching gift form that is sent by the requestor to the charity for verification. The Matching Gift program can be accessed via the Community Involvement area on the KE: http://ke.aon.com/glb_home/en/usa/community_involvement/matching_gifts/default.jsp

- 1) To search for your charity go to the Matching Gifts Organization Search section and enter either: a) The organization's name and state where it is located or; b) The charity's tax ID number.
- 2) Select the correct organization/location from among the search results.
- 3) The "Donor Matching Gift Information" page will open. Enter the amount of **your** charitable contribution and the date your gift was made. Click "Save and Proceed."
- 4) Review the information you've entered for accuracy. Click "Submit."
- 5) Your final step will be to click "Generate receipt for nonprofit" and print out the Matching Gift form. You will need to either mail, fax or email the form directly to the charity for confirmation.