

## Matching Gift Company Information and Guidelines

**Company:** Unum - Portland MEUnum - Worcester MA

**Subsidiary of:** Unum Corporation

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**Matching Gift Form URL:** <http://forms.matchinggifts.com/UnumForm1.pdf>

**Matching Gift Guidelines URL:** Not Available

**Minimum amount matched:** \$50.00

**Maximum amount matched:** \$10,000.00

**Total per employee:** \$10,000.00

**Gift ratio:** 2:1,1:1

**Comments:** Acknowledgement letter required for \$250+. Churches not eligible. Home offices and field employees ratio is 2:1 for educational. They will match gifts for scholarships in the athletic department as long as they are tax-deductible.

### Procedure:

- Acknowledgement Letter required.
  - Participating donor obtains form (check availability of form above) and sends it with gift to recipient institution, authorized officer certifies and returns it to company for match.
  - Gift Receipt required with every match.
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