



American Electric Power
1 Riverside Plaza
Columbus, OH 43215-2373
www.aep.com

Dear Educational Institution Financial Officer,

I'm pleased to send a contribution and my completed Donor Data Form that initiates an American Electric Power Higher Education Matching Gift. Also enclosed is the AEP Matching Gifts Information Sheet that provides more details about AEP's matching gifts program.

To request the matching gift from AEP, please go to www.AEP.com/go/MatchingGifts and complete the on-line application to generate the payment. To complete the application you will need to enter the following information about me which can be found on the enclosed form:

- Name
- Home Address
- Affiliation with AEP
- Employee ID Number (if active employee, not required for retiree or director)
- Company location (for active employees)

You will also need to provide the following information about you and your institution:

- Institution address and tax ID number
- Name, title and contact information of the financial officer completing and approving the form
- Institution web address
- Amount of grant to be matched

Upon receipt of your electronic application for the matching gift, in which you verify the eligibility of the donation and your institution, a check will be issued in approximately one month. You will have an opportunity to indicate if you are currently receiving electronic payment which may be an option if you desire faster, paperless payment. The system will also prompt you to provide an electronic tax receipt upon receipt of the AEP payment.

If you have questions regarding the program, please contact Katie Laux, AEP Community Engagement, at kllaux@AEP.com.

Thank you for educating the future workforce and the next generation of leaders working to improve our communities, states, region and nation.

Sincerely,

Enclosures: Donor Data Form, Information Sheet and contribution