

Matching Gift Form for (your company's name here)

There are three parts, each on a separate page. Be sure to read them all thoroughly.

Part I: For the Employee Making the Gift

Complete this part and mail entire form to institution.

First Name Middle Initial Last Name

Home Address

Social Security Number

Gift Amount \$ _____

Date Gift Sent: _____

Organization Category (check one):

Education

- College or university
- Secondary school
- Primary school
- Other _____

Other Organizations

- Arts and culture
- Community and civic
- Health and welfare
- Social service
- Other _____

I hereby certify that the above entries are true and accurate, and that this gift meets all of the conditions stated in Part III of this form, including the stipulation that neither I nor any individual designated by me has received or will accept a benefit of more than nominal monetary value as a result of this gift or its matching by the program. I also certify that the gift described is my personal contribution and was made from my personal funds.

Signature of donor (Gift will not be matched without legal signature.)

Date

(cont.)

Matching Gift Form for *(your company's name here)*

Part II: For the Organization Receiving the Gift

Complete this part and mail Parts I and II to the address below.

As an authorized officer of this organization, I hereby affirm that the gift described in Part I of this form has been received by this organization, and that this organization is qualified to apply for matching funds under the guidelines of *(your company's name here)* Matching Gift Program.

Name of institution

Address

Authorized officer name and title

Signature of authorized officer (Gift will not be matched without legal signature.)

When Parts I and II have been completed, please mail to:

Matching Gift Form for *(your company's name here)*

Part III: Guidelines

The *(your company's name here)* matching gift program is open to all employees and is intended to recognize and support the important work of nonprofit organizations. Our program is designed to encourage and match employees' charitable contributions to qualified organizations.

Eligible Organizations/Donations

The following organizations/donations are eligible to receive matching gifts from *(your company's name here)*:

- Accredited educational institutions, including primary, secondary, technical, and specialized schools, universities, and graduate and professional schools
- Community and civic organizations, such as the Lions Club or Rotary Club
- Arts and cultural organizations
- Hospital and healthcare agencies
- Social service organizations or charitable organizations that are nonprofit, for example, soup kitchens, the American Red Cross, the American Cancer Society, and the American Diabetes Association
- Environmental organizations
- The United Way

Ineligible Organizations/Donations

The following organizations/donations are not eligible to receive matching gifts:

- Religious, political, or fraternal organizations
- Athletic booster clubs or athletic scholarships
- Gifts solely for religious payments, tuition payments, or membership fees to alumni associations
- Dues to clubs, such as the Lions Club or the Rotary Club
- Subscription fees for publications
- Payments to institutions in return for benefits or services
- Gifts for the private benefit of specified individuals
- Minimum and Maximum Gifts

(Your company's name here) will match any qualifying gift amount over \$25 and up to \$300 annually per person to an eligible organization.

Gift Criteria

To qualify for a matching gift, the employee's gift must meet the following conditions:

1. The gift must be an actual donation, not just a pledge.
2. The gift must be made directly to the eligible organization.
3. The company's Matching Gift Form must be used.