



Blue Cross and Blue Shield of Louisiana is proud of its involvement in helping build a better community by “giving back.” The communities in which we live and work are a significant component of our business and personal lives, and we are committed to supporting them in a way that is consistent with our guiding principles.

Full-time employees, retirees and board members of Blue Cross and Blue Shield of Louisiana can increase the value of their donations to charitable and other organizations through a matching gift from the company. The program provides dollar-for-dollar matching contributions for a minimum gift of \$100 up to a maximum \$1,500.

Eligible Institutions and Amounts

Eligible recipients must have tax-exempt status as a 501(c)(3) organization with the Internal Revenue Service and be domiciled in Louisiana and incorporated with the Secretary of State. The following organizations **do not qualify** for matching gifts:

- Non-accredited educational institutions or programs
- Individuals
- Religious or sectarian programs for religious purposes
- Organizations other than Louisiana-domiciled 501(c)(3) not-for-profit entities
- Fraternal, labor, athletic, band, or veterans organizations
- Political contributions
- Memorials

Process

- BCBSLA employee, retiree or board member completes the top portion of the Request for Matching Gift form.
- Donor sends entire form with a personal check to the eligible organization and sends a copy of both documents to the BCBSLA Community Relations Department.
- Recipient organization then completes the bottom portion of the form and returns the entire form, along with a copy of the original check and a copy of the organization’s IRS tax exemption letter, to the BCBSLA Community Relations Department (address below)
- Matching gift will be made upon completion of BCBSLA review to verify eligibility

Return to: Matching Gifts
Community Relations
Blue Cross and Blue Shield of Louisiana
P. O. Box 98029
Baton Rouge, LA 70898-9029

Fax: 225-298-3175
E-Mail: ComRel@bcbsla.com
Phone: 225-298-7979



Donor Section: Please complete this section and mail entire page to Recipient Organization.

I am an eligible Full-time employee Retiree Board Member of Blue Cross and Blue Shield of Louisiana

Name Employee No.

Phone Email Department

I am pleased to enclose my personal gift of \$ _____ to _____
Min \$100-Max \$1,500 Organization Name

This organization is authorized to report this gift to Blue Cross and Blue Shield of Louisiana for the purpose of qualifying for a matching gift in accordance with the Matching Gift Program, by providing certification and forwarding the completed form to Community Relations, Blue Cross and Blue Shield of Louisiana, P.O. Box 98029, Baton Rouge, LA 70898-9029.

Donor's Signature Date of Gift

Recipient Section: Please complete and mail entire page, along with a copy of the check and your IRS tax exemption letter to the address at bottom.

I certify that the above described gift of \$ _____ was received on _____

Name of Organization Employer Identification Number

Address City State Zip Code

Name & Title of Certifying Officer (print/typed) Telephone Fax

Signature Date E-mail Website

Submittal

This request will be processed upon receipt of a **completed form, copy of the donor's check**, and a copy of the organization's IRS tax exemption letter. You will be notified of the approval or denial of a Matching Gift by Blue Cross and Blue Shield of Louisiana.

Blue Cross and Blue Shield of Louisiana reserves the right to amend, modify or terminate the Matching Gift Program at any time without notice and to determine whether or not a gift qualifies for matching funds.

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