Battelle Matching Gift Instructions

1. **Access Battelle's Always Giving system**
2. **Click on "Match A Previous Gift" at the top of the page**
3. **Search for the charity (EIN is recommended) where the donation was made**
4. **Enter in the gift information (date, amount, etc.)**
5. **Email the gift information and instructions directly to the charity via the Giving site. If you don't have an email address for the charity, you can print the instructions and mail a hardcopy.**
6. **After the charity has logged into the system and confirmed your gift information, Battelle will process the match.**