

**Battelle Matching Gift Guidelines:**

After making a donation directly to a charity, complete the following steps to have your gift matched.

- Access Battelle's online giving system
- Click on the "Match a Previous Gift" link.
- Select the charity to which the donation was made or write in the charity information if the charity is not found in the system.
- Enter the date the gift was made to the charity, the amount donated, and how much you would like matched. (Remember the match is capped at \$10,000 per employee per year.)
- After the match request has been completed and submitted, download the claim form and give it to the charity. The charity will go to the Truist online verification site to verify the donation amount.

Once the match request is verified by Truist at the end of the quarter, matching dollars will be distributed to the charity.