

Charitable Giving - Matching Gifts Request Form

Instructions for applying for a Matching Gift: Please read the Charitable Giving - Matching Gift Policy located on the portal to ensure that your gift qualifies for the match. Employees must complete all of Part A and send the entire form with their proof of donation to Kate Hamill (Boston). After processing, a check will be sent directly to the organization at the end of the appropriate pay cycle.

Through the Matching Gift Program, Digitas is able to contribute monies in the best way we believe we can – that is, to match donations made to those organizations and causes that our employees support with their individual donations. The Digitas Matching Gift Program matches personal employee contributions to not-for-profit organizations up to \$600 annually.

PART A - TO BE COMPLETED BY THE EMPLOYEE FOR EACH ORGANIZATION

Name:		Organization Name:	
Office:		Attention:	
Capability:		Street Address:	
Work Phone:		City:	
Date Requested:		State:	
		Zip Code:	
		Specify Fund (if applicable)	
		Amount Donated:	
		Amount Requested (match):	
		<i>Amount Minimum \$25.00; maximum \$600.00 annually</i>	
		<i>No PO required for contributions below \$500.00</i>	

- This is a Matching Gift (instructions can be found on the employee portal)
 This is a contribution towards an organization of which I am a board member (\$100 company donation)

Make Check Payable To: _____

Mailing Address: _____

Delivery Instructions: Interoffice Mail to Employee Mail Directly to Organization

Reason for Contribution: _____

Required Attachments:
W-9 For New Vendors
Supporting Documentation of Charity

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____

PART B - TO BE COMPLETED BY DIGITAS

Digitas Approval: _____ Date: _____
Joanna Zeman

Organization Classification (Please check one):

Education:	<input type="checkbox"/>	Environment:	<input type="checkbox"/>
Arts & Culture:	<input type="checkbox"/>	Animal Welfare:	<input type="checkbox"/>
Health & Wellness:	<input type="checkbox"/>	Other:	_____

AP Use Only
Coding For Payment

