



Gift Matching Policy

ERS Employee Matching Contribution Program will match donations made to Gospel for Asia charity supported by its employees. Gospel for Asia continues to bring aid and hope to some of the most downtrodden people in the Eastern Hemisphere.

Who is eligible?

- All current permanent employees are eligible to participate
- ERS will match direct contributions to Gospel for Asia up to a maximum of \$1,400.00 per eligible employee during each fiscal year. Contribution receipts issued or amounts raised must be received within 1 month of contribution receipt date.
- Contributions to Gospel for Asia charity organization authorized by Kristeen Coronado to grant official receipts for tax purposes will qualify.

How to get a matching donation?

- Provide photocopies of tax receipts from the charity (letters will not qualify). Do not submit original receipts because you will need them for your own tax return. Send receipts to Human Resource.
- After a request for a matching grant has been approved, Kristeen Coronado will send a check directly to the beneficiary for the matching amount with a covering letter confirming that it is being sent as part of our employee-matching program on your behalf.
- You will receive an e-mail notifying you that the contribution has been made. The tax receipt will go to Human Resource



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