



Donation Matching Gift Form

K2Share, LLC provides gifts to qualified organizations up to a maximum of \$100 per employee per calendar year. Employees must have worked for K2Share for at least one year and be currently active for the designated organization to receive contribution.

Section I: Employee Information

Name:	
Home address:	
Gift Amount*:	

*You must include evidence of payment with form submission. Many charitable organizations will facilitate the collection of a match from K2Share directly. In this case, HR will confirm the entity's request with you and it will constitute adequate supporting documentation.

Section II: Organizational Information

Organization Name**:	
Address:	
Phone Number:	
Fax Number:	
E-mail address:	
Recipient Eligibility:	

**Must be an organization which benefits the community that is covered under section 501 (c) (3) of the Internal Revenue code. Political, fraternal, or organizations which benefit only the family or employee are excluded. The organization must not exclude due to race, color, creed, or religion.

Employee Signature:	
Date:	

HR Use Only

Matching gift amount \$	
HR approved signature:	
Date:	