



PART A TO BE COMPLETED BY CONTRIBUTOR
PART B TO BE COMPLETED BY RECIPIENT ORGANIZATION **

MATCHING-GIFT APPLICATION - FORM

PART A: to be completed by Master Halco associate and mailed to recipient organization (please print or type). **If, the donation is done online & the receipt from the Charity provides both confirmations of the donation as well as their charity information, it is NOT necessary to have this form sent to the charity. In those cases, our associate would simply attach that receipt to this form.

Contributor's name LAST FIRST MIDDLE INITIAL

Home address

Location or Department in which you work

Address

Daytime telephone

Name of recipient organization

Contribution [of which only \$ is to be matched, if different]

If this contribution is on behalf of someone or in memory of someone, please list:

Form of gift (check one) check/credit card Date of payment

Certification of Contributor: I certify that I have read the guidelines on the Matching gift program, and that this contribution is fully eligible under the guidelines that this is entirely my personal contribution, and does not represent a payment directly or indirectly for: services, tuition, religious purposes; or for an otherwise ineligible organization as cited by the Master Halco Policy.

Signature of contributor

Part B: to be completed by recipient organization and then mailed to Master Halco.

Legal name of recipient organization

Street address

City State Zip code Telephone ()

Date of gift Amount of gift

Certification: I certify that the gift described above was received, I further certify that this contribution does not represent a payment directly or indirectly for: services, tuition, religious purposes, or for an otherwise ineligible organization as cited by the Master Halco Policy.

Signature of officer of institution Date

Print name and title

All organizations must submit the following information unless submitted to the Matching Gift Program within last two years:

Documentation of Exempt Status (IRS 501(c)(3))

N/Policies/Matching Gift Form

Organization return form to: Human Resources - Matching Gift Program Master Halco 1321 Greenway Drive Irving, TX 75038 Questions? 972-714-7315