

Charitable Giving - Matching Gifts Request Form

Instructions for applying for a Matching Gift:

Employees must complete all of Part A and send the entire form with their proof of donation to Employee Services. Employee must also provide the charity's 501(c)3 documentation. After processing, a check will be sent directly to the organization.

Razorfish matches personal employee contributions to not-for-profit organizations up to \$600 annually.

PART A - TO BE COMPLETED BY THE EMPLOYEE

about you:

Employee Name:

Cost Center:

Employee ID:

Date of Request:

Amount Donated:

Match amount Requested:

who are we paying?

Charitable Organization:

Remit Name (if different):

Street Address:

City:

State and Zip Code:

Amount Minimum \$25.00; maximum \$600.00 (annually)

Contribution Match Type:

Reason for Contribution:

Description of Charity:

Special Notes or Instructions:

PART B - TO BE COMPLETED BY HR

Organization Classification (Please check one):

Education:

Environment:

Arts & Culture:

Animal Welfare:

Health & Wellness:

Other:

Coding: 101.5090.75020