



DigitasLBI CHARITABLE GIVING – MATCHING GIFTS REQUEST FORM

Please read the Charitable Giving – Matching Gift Policy to ensure your gift qualifies for the match. Employees must complete all of Part A and send the entire form with their proof of donation and a **SIGNED** W9 form from the charity to **Courtnee Beasley** (DET/HR)

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

PART A: TO BE COMPLETED BY EMPLOYEE FOR EACH ORGANIZATION

Name:	
Office:	
Capability:	
Work Phone:	
Date Requested:	

Organization Name:	
Attention:	
Street Address:	
City:	
State:	
Zip Code:	
Specify Fund (if applicable)	
Amount Donated:	
Amount Requested (match):	

*Check will be mailed directly to the organization
Amount Minimum \$25.00; maximum \$600.00 annually
No PO required for contributions below \$500.00*

- 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:

Reason for Contribution:

Required Attachments:

- W-9 Form signed by the organization
- Supporting Documentation of Charity

Employee's Signature:

Date:

Employee's Printed Name:

PART B: TO BE COMPLETED BY DigitasLBI

Approval:
Courtnee Beasley

Date:

Organization Classification (Please check one):

Education:

Art & Culture:

Health & Wellness:

Environment:

Animal Welfare:

Other: _____

AP Use Only
Coding for Payment

EXE0805

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