

# Gap Foundation Gift Match Program Guidelines



At Gap Inc., we believe in working together to make a difference in the communities where we live and do business. To encourage and support this commitment, the Gap Foundation Gift Match Program matches, dollar for dollar, your contributions to the charitable organizations of your choice.

## Who can give?

All full-time employees of Gap Inc. are eligible to participate in the Gift Match Program.

## How does it work?

We will match your contributions, dollar for dollar, up to \$2,000 per year. You can make a personal contribution or raise money through an official event organized by the non-profit, such as a walk-a-thon. There is a \$25 minimum per match.

## What types of organizations are eligible?

Non-profit organizations are eligible for matching gifts. Some examples include:

- Non-profit community organizations that meet Gap Foundation's giving policy:

*Must be public charities that have tax-exempt Status Under section 501(c)(3) of the Internal Revenue Code. Organizations also must have full-time, paid professional management.*

- Educational institutions:  
*Elementary and secondary schools; two- and four-year colleges, universities, and vocational and technical schools in the United States.*

If you have questions about whether an organization is eligible, call **(888) GAP-GIVE**.

## What we can't match

We can't match donations to the following types of organizations:

- Religious organizations, except those that perform a social service (e.g., a soup kitchen at a church that is open to the public is eligible); and

- Political organizations;
- Organizations that discriminate

## Making your donation

Using the Gift Match Program is easy. Just fill out Section A of the attached form. Mail the entire form, along with your gift, **directly to the organization of your choice**.

The organization will complete Section B of the form and send it to the Gap Foundation Gift Match Program. Each quarter, you will receive a summary of all your matching gifts. You must submit the form with one year of making your donation to be eligible for a matching gift.

## When are gifts matched?

Gifts are matched quarterly:

If the Gap Foundation Gift Match Program receives your form from the non-profit by...	Your matching gift will be processed by...
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 30

## For more information

If you have a question or would like to receive another form:

- Call **(888) GAP-GIVE**; or
- Forward an email message to [gapgive@easymatch.com](mailto:gapgive@easymatch.com); or
- Write to:  
Gap Foundation Gift Match Program  
P.O. Box 7396  
Princeton, NJ 08543-7396

# Gap Foundation Gift Match Program Form



## Section A

(to be completed by employee)

\_\_\_\_\_  
Last name                      First name                      Middle initial

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Daytime telephone

\_\_\_\_\_  
Email address (work or home)

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Department/location

\_\_\_\_\_  
Division/store #

\_\_\_\_\_  
Full name of recipient organization

\_\_\_\_\_  
Date of gift

\_\_\_\_\_  
Amount of gift (minimum \$25)

I hereby certify that I have read the Gap Foundation Gift Match Program guidelines, and that this contribution is fully eligible, does not represent payment of tuition or a payment in lieu of tuition, and does not represent a payment directly or indirectly for services.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Mail this form, along with your gift, directly to the recipient organization. Do not send it to Gap Foundation Gift Match Program.**

## Section B

(to be completed by recipient organization)

Please provide all of the following information:

\_\_\_\_\_  
Organization name, as listed on 501(c)(3) determination letter or equivalent

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Federal tax ID

\_\_\_\_\_  
Officer's name and title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
Amount of gift

\_\_\_\_\_  
Tax-deductible amount

\_\_\_\_\_  
Date received

I hereby certify that:

- We have received the gift described in Section A;
- This organization is a tax-exempt public charity as described in section 501(c)(3) of the Internal Revenue Code, or is a state or local government agency that exists exclusively for public purposes;
- This organization has full-time, paid professional management.

\_\_\_\_\_  
Signature of officer of organization

Recipient organization should send completed form to:

Gap Foundation Gift Match Program  
P.O. Box 7396  
Princeton, NJ 08543-7396