



## Matching Gifts 101

### **#1 – Ask all donors if their company offers matching gifts (MG).**

The easiest way for a donor to find this information is to contact their **Human Resources or Philanthropy Department**. Many companies offer matching gift programs that are not advertised. When in doubt **ALWAYS ASK**.

### **#2 – If your donor works for a company that offers Matching Gifts, they will need to follow that company's matching gift protocol.**

Each company is different, some companies have an online system, others have an actual matching gift form to be completed.

### **#3 – Submitting your matching gift**

This can be done two ways:

**Electronic** – In this case the donor's company requires that the donation information be completed online (usually through the company's intranet). The donor should keep a copy of the match for their records (a print out of the screen, confirmation, etc.). The donor's company will then send a letter to LLS (at the address below) asking for verification of LLS's charitable status and confirmation of the donation. LLS will respond with this verification and once received the company will send LLS the matching donation.

**Paper** – In this case your donor will have to complete an actual matching gift form. Your donor should keep a copy of this form and send the original (with signature) to you. Once you have your donor's matching gift form, please send it with a copy of the donation to be matched (be it a check or an online donation) to the address below:

**The Leukemia and Lymphoma Society  
Jordan Corcoran  
333 East Carson Street Suite 441  
Pittsburgh, PA 15219**

Jordan will provide proof of the donor's original donation to the company, the company will in turn approve the match and send The Leukemia & Lymphoma Society a check.

### **#4 – When will the donation appear on my website?**

Upon receiving the notification from the donor's company asking for verification of the donation, we immediately make note in our records that you have matching funds coming in. That way you will be **soft credited** for the matching gift that is "on the way".

When the actual check for the matching gift arrives from the donor's company, LLS will cash the check and update your Paycor account. Credit for the match will appear on your website within a few days of LLS receiving the check.

NOTE: Soft credits will be attributed to your account once a notice of the pending matching gift has been received. However, matching gift checks are rarely received by LLS immediately. Some companies only process matches once a quarter or twice a year. But once we receive a hard check from the matching company, we will deposit that money into your Paycor account.

**Reimbursements involving matching gifts** - If you make a personal donation for the balance of your fundraising minimum, and later you fundraise enough to reach that minimum, TNT can only reimburse once the actual matching gift check has been received.