



Matching Gift Process: How does this work?

1. Make Gift

Please save your tax receipt or email confirmation.

2. Contact Your HR Department

¹ You will be asked to complete an online or paper matching gift request form.

² Please search by Tax ID# **742806618**. Please see below if you need to add the LIVESTRONG Foundation.

3. Company Contacts LIVESTRONG

Your company will contact the LIVESTRONG Foundation asking LIVESTRONG to confirm your donation.

4. LIVESTRONG Confirms Gift

³ It can take up to **2 weeks** for the LIVESTRONG Foundation to confirm a gift.

5. Company Sends Matching Gift⁴

⁵ Check distribution cycles vary greatly for every company. (e.g. **monthly, quarterly payouts**)

⁶ Allow **1-2 weeks** from **mail date** to process and display in your fundraising account.

1 @ 9GHF CB; fYgYfj Yg hY f[\ hrc XYHfa]bY []ZiXYg[bUH]cbg]b hY Yj Ybh hUhU'a UHW]b[[]ZhVta Yg]b UZHYf U'HYUa @ 9GHF CB; Yj Ybh \ Ug YbXYX" ZU'Z bXfU]gYf]g W ffYbhmg][bYX'i d Zcf Ubch Yf'i dVta]b[@ 9GHF CB; Yj YbhZ hY'a UHW]b[[]ZhVtb]bgHY UX VY XYg][bUHYX hck UFXg W ffYbhZ bXfU]g]b[YZcfrg"-ZU'Z bXfU]gYf]g bchfY[]ghYfYX Zcf Ubch Yf Yj YbhZ hY XcbUH]cb k]" [c hck UFXg @ 9GHF CB; g] [YbYfU 'Z bX"

Important Information Regarding Matching Gifts:

- Please instruct payee to include the Participants name, Constituent ID# and event on the memo line.
 - Company should mail check to: LIVESTRONG Foundation, 511b. A UHW]b[;]ZgZ &&\$%9"* h GHZ 5i gh]bZHL '+, +\$&"
- "G\ci X'nci f'cf'nci fVta dUmbYXX'hc VtbhUW]b[@ 9GHF CB; VtbWfb]b['U'a UHW]b[[]Zhc'hc UXX @ 9GHF CB; 'hc'nci fVta dUmb]g] XUHUVUgY cZVUf]h]YgZ d'YUgY VtbhUW]XcbUH]cbg4]j Yghfcb["cf["
- The average life cycle of the matching gift process is 3-9 months. Please take advantage of matching gifts as early as possible. "K \]Y'hY'cf[Ub]nUH]cb VYbYZ]hg Zca 'a UHW]b[[]ZgZk Y UX]]gY h UhZ bXfU]gYfg Xc bchfY mcb'a UHW]b[[]Zg hc fYUW 'Z bXfU]g]b[['cUg"
- When VtbhUW]b[@ 9GHF CB; VtbWfb]b['U'a UHW]b[[]Z please have as much information Ug] possible when inquiring. (e.g. check #, amount, check date, date check was mailed, Vta dUmbUa YZnames/addresses cZXcbcf'UbX 'Z bXfU]gYf, k \]W Yj Ybh hY []Zhk Ug]bhYbXYX ZcfZ etc.)
- Every company handles matching gifts differently, please check with your company for further details.
- The LIVESTRONG Foundation will not credit an account for a donation that we **HAVE NOT fYW]j YX"**