



MATCHING GIFT REQUEST FORM

Matching Gift Instructions

Donor:

- Complete the Donor Matching Gift Information Form and return to GEC as soon as possible.
- Complete Part A of the Matching Gift Request form – one for each gift. (Please print or type)
- Send this form with verification of your contribution to your organization’s Human Resource Department.

Organization:

- Review enclosed documents to verify donor’s gift and GEC’s tax determination letter
- Ensure that donation match meets your organization’s guidelines
- If this is the first matching gift submitted to our organization, please enclose a copy of your matching gift program guidelines.
- Forward form along with matching gift check to the address printed below

Part A – Donor Section

Employee ID Number

Employee Name

Active

Retired

Date Started Employment

Date Retired

Home Address

City

State

Zip

Business Telephone

Email Address

Exact Date of Gift

Amount of Gift

Type of gift (please select one):

Check
Stock

Credit Card

Amount to Be Matched

Name of Organization Receiving Gift

Organization’s City

State

Restriction or Purpose (if any)

Part B – Non-profit: Recipient Section

46-5416212

Employer Identification Number (EIN)

Gargiulo Education Center

Organization name

1414 Rail Head Blvd., Naples, FL 34110

Address City/State/Zip

info@gargiuloed.org

E-mail address

239-596-1975

Telephone

www.gargiuloed.org

Website address

Date Gift Received

Amount of Gift

(Tax-deductible gift amount)

I verify receipt of the charitable gift described by the donor, and I hereby certify that this is a non-profit organization/program that meets all of the eligibility requirements to receive a matching gift, and that contributions to it are tax-deductible under Section 501(c)(3) of the Internal Revenue Code. Neither the donor nor your organization will derive any personal material benefit from this gift or match. This gift is a voluntary charitable contribution that fully complies with IRS guidelines.

Authorized Officer’s Name (please print)

Title (please print)

Signature of Authorized Officer

Date



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Please complete the below form and return to info@gargiuloed.org as soon as possible. We will enter the below information into our database and if by chance we do not receive the matching gift from your organization we will follow-up to ensure it is processed. Please ensure to include the contact information for the individual who manages the matching gift program at your organization.

	<input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Spouse
_____	_____
Donor Name	Company Name
_____	_____
Donor Name	Company Address
_____	_____
City State Zip	City State Zip
_____	_____
Home Telephone	Personal E-mail Address
_____	_____
_____	_____
<p>If stock, number of shares, name of stock, trade symbol</p> <p>I certify that my gift is a voluntary contribution, paid by check, credit card or in securities, and not merely pledged. I verify that these are my own resources or the resources of a Donor Fund, not the collected gifts or loans of any other person or organization (other than a Donor Fund) and this is a single gift, not an aggregation of contributions. I certify that neither my family nor I nor any Donor Fund will derive any direct or indirect financial or material benefit from this contribution and that it does not represent, in any way, a fee for a service or benefit. I have read and understand the guidelines of my organization's matching gifts program, and I certify that my gift fully complies with their provisions.</p>	Contact Name _____ Contact's Telephone Contact's E-mail Address _____
	If you already know your company's matching gift program please indicate how much of your donation your company will match: _____ Amount
_____	_____
Donor Signature	Date
_____	_____
Provide your completed form with a copy of your donation acknowledgment, check, or other acceptable form of proof of donation to your organization.	Mail completed form, any required enclosures, and matching gift check to: <p>Gargiulo Education Center- Matching Gifts 1414 Rail Head Blvd. Naples, FL 34110 Phone: 239-596-1975 E-Mail: info@gargiuloed.org</p>