



Matching Gift Program

Please refer to the Foundation's [Employee Handbook](#) for a full description of this program.

The Carnegie Foundation's Matching Gift Program was developed to support and encourage employee charitable giving. All benefitted employees are eligible to submit up to a total of \$1,000 in donations in order to receive a 1:1 Foundation match in any calendar year (contributions will be credited to the year in which the Foundation pays the matching gift.)

Eligible recipient organizations must have a current ruling from the Internal Revenue Service that they are tax-exempt under [Section 501\(c\)\(3\)](#) and are classified as a public charity under Section [509\(a\)\(1\)](#), [\(2\)](#) or [\(3\)](#) of the Internal Revenue Code. The Foundation reserves the right to decline a matching gift request.

Foundation funds cannot be used;

- to satisfy an employee's personal pledge as per [IRC § 4941](#) self-dealing regulations
- to carry on propaganda, attempt to influence legislation (i.e. lobbying) as described in [IRC § 4945\(d\)\(1\)](#); or
- to influence the outcome of a public election, or carry out, directly or indirectly, any voter registration as described in [IRC § 4945\(d\)\(2\)](#)

To apply for a matching gift, employees should complete *Part A* of this form and send it with their donation to the eligible recipient organization. An authorized officer at the organization should then complete *Part B* and return it to: The Carnegie Foundation Matching Gift Program, 51 Vista Lane, Stanford, CA 94305.

Part A - Employee

Name

Address

City, State Zip

Recipient Organization

I am pleased to enclose my personal gift of \$

The Recipient Organization is authorized to report this gift to The Carnegie Foundation for the purposes of qualifying for a matching gift of \$ pursuant to the provisions of the Matching Gift Program.

Signature Date

Part B - Recipient Organization

Organization

Address

City, State Zip

Phone

Tax ID

Date of Gift

Amount of Gift \$

Name and Title of Authorized Officer

Signature Date

FOR ACCOUNTING USE ONLY

GL Account	Project ID	Fund
6720-FIN-1	FIN-0003	UNA
Matching Gifts		