

Matching Gifts Program

Matching Funds is a great way to double your contribution to the Capital Campaign.

Many companies encourage employees to contribute to qualifying charitable organizations. These programs support employee giving as a way to double employee's cash or securities contributions to their favorite charities. Basically the company will match the employee donations made to qualified charitable organizations. Companies offer these programs for their current and sometimes for their retired employees. Pledges are matched after the employee pays them. Future pledges are not matched through the program. Gifts made through annual employee giving campaigns are often not eligible for matching funds.

Check with your employer - do they have a matching gift program?

Matching Gift Form requests typically are available from your employer online or in paper form and will outline the specifics of your company program. ie. Annual Limits, Minimum Contributions, and the timing and process for claiming the matching funds, etc.

St. Mary Magdalen Parish and School, is a tax-exempt organization under Section 501c3 of the Internal Revenue Code. Tax ID# 91-0687481

Projects, which are eligible for matching funds typically, exclude donations to religious based organizations. However specific projects related to the school or community are eligible.

For the House of God-Gate of Heaven Capital Campaign the **gym project is eligible** for matching Funds but the **church building is not eligible** so it is important to note on your pledge card that your donation should be directed to the gym.

House of God-Gate of Heaven Matching Gifts Program Process:

- 1. Obtain your company Matching Gifts Program Information and Claim forms.
- 2. Fill out the pledge card for the amount that you plan to donate. Do not include the employer match on the pledge card. Just the amount you plan to contribute.
- 3. Mark on your pledge card that your gift is for the Gym and is eligible for matching funds.
- 4. List the name of your Company or organization on the pledge form.
- 5. If possible send a copy of your company matching gift program rules to the Parish Office.
- 6. Make your contribution to the Parish per standard process.
- 7. Notify St. Mary Magdalen via email when you file your claim. renneking@smmparish.org.
- 8. St. Mary Magdalen will notify you when they confirm the contribution to your company.

If you have any questions please call Ron Enneking: 425-353-1211 Ext. 108 or send an email to renneking@smmparish.org.