

# Corporate Matching Gift Verification Sheet

**Instructions to Donor:** Please complete Part A of this form and send it along with your contribution to the recipient organization. Keep a copy for your records.

**Instructions to Recipient Organization:** Please verify receipt of the gift by completing Part B of this form, then scan and email or mail this sheet to the matching gift program address listed in the corporate guidelines.

## Part A: Donor & Gift Information

<b>Donor Full Name:</b>	<input type="text"/>
<b>Employee ID Number:</b>	<input type="text"/>
<b>Employer / Company Name:</b>	<input type="text"/>
<b>Home Address:</b>	<input type="text"/>
<b>City, State, Zip:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>
<b>Recipient Organization Name:</b>	<input type="text"/>
<b>Gift Amount (\$):</b>	<input type="text"/>
<b>Date of Gift (MM/DD/YYYY):</b>	<input type="text"/>
<b>Form of Gift (Cash/Check/Credit/Stock):</b>	<input type="text"/>

*I certify that the information provided above is accurate and that this donation is a personal contribution eligible for a matching gift under corporate guidelines.*

<b>Donor Signature:</b>	<input type="text" value="Sign here upon printing"/>	<b>Date:</b>	<input type="text"/>
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## Part B: Recipient Organization Verification

<b>Official Organization Name:</b>	<input type="text"/>
<b>Federal Tax ID Number (EIN):</b>	<input type="text"/>
<b>Mailing Address:</b>	<input type="text"/>
<b>City, State, Zip:</b>	<input type="text"/>
<b>Authorized Representative Name:</b>	<input type="text"/>
<b>Title / Position:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>
<b>Matched Amount Received (\$):</b>	<input type="text"/>
<b>Date Contribution Received (MM/DD/YYYY):</b>	<input type="text"/>

*I certify that this organization is an eligible recipient under matching gift guidelines, and that the donation specified above has been*

*received and will be used for program-related activities.*

<b>Authorized Signature:</b>	Sign here upon printing	<b>Date:</b>	
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