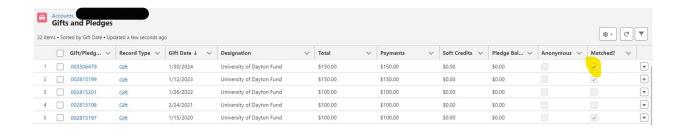
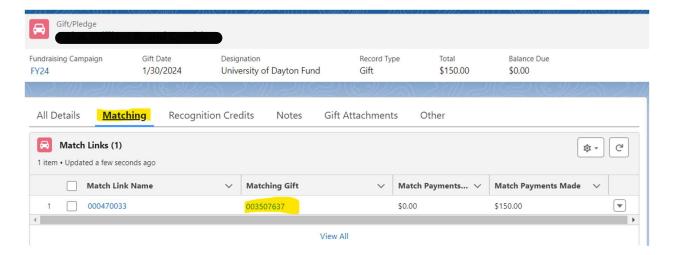
## **Matching Gifts**

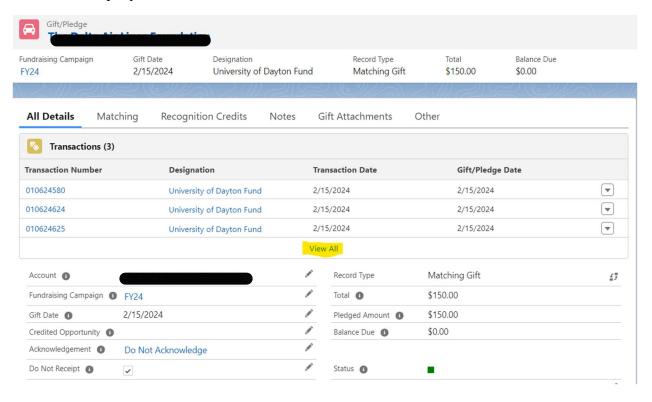
- 1. Donors are responsible for initiating matching gifts with their employer.
- 2. Emails from the company making the match <u>are sent</u> to the Records Inbox, and the gift is confirmed once the donor's gift has been received and processed by Records.
- 3. Occasionally, a donor will include a paper form with their gift and Records will fill it out and send it to the company making the match.
- 4. When the matching gift is received by Records, a matching gift pledge is entered on the original gift and is linked to the donor's employer.
- 5. The matching gift is then entered and applied to the pledge on the same day.
- 6. Once a gift has been matched, there is a check box to the right of the original gift on the donor's Gifts & Pledges page.

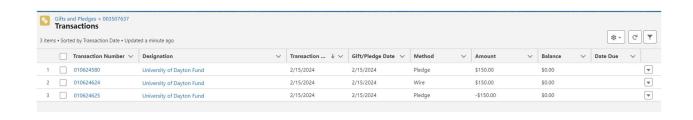


7. To find out the matching gift company, go to the original gift (by clicking on the respective Gift/Pledge Number) and then click on the Matching tab.



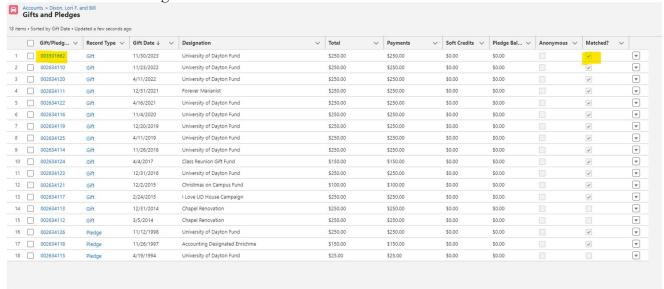
8. Click on the Matching Gift number and you will be directed to the account of the company that made the match. Click View All to see all of the transactions.



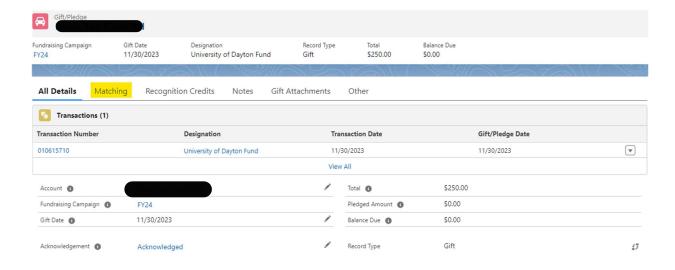


## **Third Party Matching Gifts**

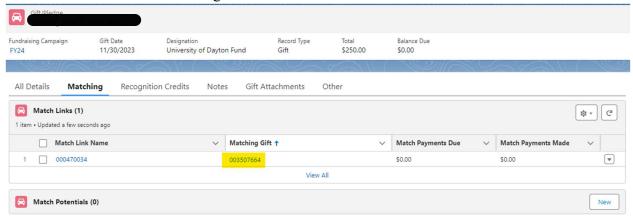
- 1. We also receive matching gift payments from third party sources. Some companies outsource their matching gifts to a separate company and that is who sends us the money.
  - An example of this is Charities Aid Foundation of America (18R566317). On 2/16/24 they sent a check for \$250.00 representing a matching gift from Baxter International Foundation (0C0203758) for Lori Dixon (000052495).
- 2. To identify the matching gift company and third party source from the donor's Account, go to the respective gift on their Gifts and Pledges page. Below, Lori Dixon's original gift on 11/30/23 shows the Matched check box. Click on the Gift/Pledge number.



3. Go to the Matching tab on the next screen.



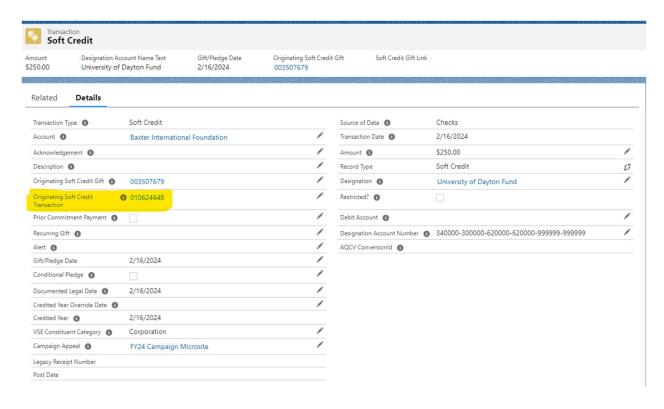
4. Click on the Matching Gift number:



5. Click on the Transaction Number for transaction with Soft Credit listed as the Method.



You will see that Baxter International Foundation received soft credit. Click on Originating Soft Credit Transaction to find the third party company.



## 7. The check was sent from Charities Aid Foundation of America.

