Matching Gift
User Guide
To Enter A Matching Gift

To register a Matching Gift, select “Get Started” under Matching Gifts Program.
Search for an Organization

Step 1. Search For Your Organization: Enter the organization's name in the keyword search field and select the state or search by the organization’s tax id or school/district id.

OR

Select from My Organizations: For an organization that you have previously submitted a request, select the organization from the “My Organizations” section and select “Create New” (this box appears once you have submitted an online request).
Select an Organization from Search

To select an organization, click the “Select” link in the action column. Carefully review the organization’s address information.

Note: If the address is not correct or you do not see the organization listed, select the “Nominate your organization” link.
Select from My Organizations

Organizations appearing in this section are organizations to which you have previously donated. To select an organization from “My Organizations”, click the button to the left of the organization’s name and select “Create New“.
If the organization cannot be found by searching, you will need to nominate the organization. Enter the required information, including an email address for the contact at the organization. If the organization meets eligibility requirements, it will be added to the database. Note: It is the responsibility of the employee to provide accurate information on the organization being nominated.
Creating your Matching Gift

Enter the matching gift information and select “Save and Proceed”.

Note:
- There is a $25 gift minimum
- If you make multiple gifts to an organization throughout the year PLEASE wait until the end of year and submit one receipt
- The gift date cannot be in the future
Matching Gift Verification

There are TWO ways your matching gift can be verified. You can do one or the other. Do NOT do both.

Option 1: (recommended)

- Gift receipt upload.
  - This is the quickest way to ensure your matching gift is approved. By uploading a gift receipt you are providing documentation that the organization has received your gift.
  - This option happens prior to submitting your gift.

Option 2:

- Organization Verification
  - If you are unable to provide documentation of your gift there is an option to send the organization an email. The email will provide the organization with direction on how to verify receipt of your gift.
  - This option happens after submitting your gift.
Option 1: Gift Receipt (recommended)

If you received a gift receipt from the organization or have a copy of your check, upload it to expedite processing and payment of your matching gift by selecting “Upload File”.

Verification Process

Option 1 - Gift Receipt Upload

Instructions:
In order to process your matching gift request quickly, please upload a copy of your online gift receipt you received from the organization. If you do not upload your gift receipt, the processing time for payment to the organization is 3-4 weeks after the organization confirms your gift. The receipt:

- Must be on organization’s letterhead or have some sort of signature or stamp that is clearly from the organization (the name of the organization donated to must be clearly listed on the receipt)
- Needs to have gift date, amount and name of donor
- Must fall within Matching Gifts Program guidelines
- Must be legible

Upload File
Review and Submit Matching Gift

Review your matching gift information and select “Submit”. If you need to make a change, select “Make a Change” and modify your gift information. The “Save Only” button will allow you to modify the gift record on the Matching Gift page.

Note:
The “Save Only” button does not submit your gift. You must select “Submit” in order for your request to be sent.
Option 2: Organization Verification

If you do not upload a receipt, you must notify the organization that a Matching Gift was submitted via email receipt (Click Email Receipt for Organization).

Next Steps: Matching Gift Submission

If you have uploaded a gift receipt from the organization, you do not need to take any further action.

If you have not uploaded a gift receipt then the Non-Profit Organization must confirm receipt of your donation. A contribution WILL NOT be made if the organization does not confirm receipt of your gift. You can notify the organization of your donation by sending the email receipt below:

Email Receipt for Organization

*Please note: If an email address is not on file, you will need to contact the organization directly to obtain a contact e-mail address.

Your Gift ID Number is 81956793. Please reference this Gift ID Number in your correspondence if you have any questions.

To print a copy of this completed application, for your records, click the Print button below.

Print

Click here to return to the Matching Gifts Homepage when you are finished.

*Recipient:
KEEP ARIZONA BEAUTIFUL
PO BOX 25126
PHOENIX, AZ 85062-5126
Telephone Number: 602-651-1227
E-mail Address: executive@kazb.org
Website Address: http://www.kezb.org
U.S. Tax ID/EIN: 860472734
Option 2 cont.: Organization Verification

1. Enter the recipient organization's email address

2. Click Preview (at bottom of the page) and review the email.

3. Click Send (at bottom of the page).

**NOTE:** It is the employee’s responsibility to follow up with the organization and ensure their gift is verified. The org. will receive system generated reminders every 30, 60, and 90 days.

*The request will NOT be paid out until the organization verifies the gift.*
Matching Gift Donor Balance: The Foundation will match employee contributions of $25 or more, up to an annual maximum of $40,000.

Matching Gifts Giving History: Displays detail of registered gifts.

- Create New: Allows you to create a new matching gift for the same organization.
- Description: Allows you to see the detail of the gift you submitted, including receipt information.
- Status: Allows you to see if the gift you registered is awaiting organization confirmation, has been confirmed, approved, declined or paid.
For questions about submitting a Matching Gift form, contact
cgsupport@cybergrants.com
or 855-518-8502.