** Donor Corporate Matching**

**Every company has their own requirements and procedure for submitting a matching gift request.  Donors should check with their Human Resources Department to inquire about their internal process.**

***Important information:***

* **Be sure you use the correct organization name:
Weddington Elementary School PTO
3927 Twelve Mile Creek Rd
Matthews NC 28104****704-849-7238**
* **Tax ID Number:  47-2099533**
* **Email:****WDESPTOTreasurer@gmail.com**

**There are three basic methods of submitting a matching gift request; paper matching gift forms, online forms, and non-traditional programs. The process for each method is listed below.**

***Paper Matching Gift Forms:*Paper matching gift forms are usually available from your HR Department. Once you have the form, simply fill it out and send it to school in an envelope marked PTO Matching Gift.**

***Online Matching Gift Forms:*Online submission links are provided by the donor’s employer. The process for online forms is as follows:**

* **The donor submits their matching gift request online through the link provided by their employer. Be especially careful to fill in the correct information from above.**
* **Online Matching Gift Programs vary in their method of notification of these requests. Some programs send an automated email notification to the organization directly, while others direct the employee to send the notification via email or paper to the PTO.**

***Non-Traditional Programs:*Some employers partner with 3rd party companies such as Your Cause and Benevity to manage their Corporate Giving Programs. These programs allow employees to make both their contribution and matching gift requests to organizations through their employer, including payroll deduction donations. The process for this type of program is as follows:**

* **The donor makes their contribution through payroll deduction, or via credit card through their employer’s online portal, and also applies for the match directly through their employer.**
* **Please send a note in an envelope marked PTO Matching Gift to school detailing your gift including total amount and employer so we will be able to watch for it.**