

# Capital City Bank Group Foundation Matching Gifts Program Form

Capital City Bank Group Foundation may suspend, change or terminate this program at any time. The interpretation, application and administration of the program shall be determined by the board of the Capital City Bank Group Foundation, whose decision is final.

## Part A: APPLICATION from Capital City Associate

Please read guidelines carefully. Complete Part A and send the entire form to the recipient organization with your gift. Print or type all information clearly. Failure to complete any part of this form may result in significant delays.

Name \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Donor Status: ☐ Full-time Associate ☐ Part-time Associate

Division \_\_\_\_\_ Office \_\_\_\_\_ Office Telephone \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Organization \_\_\_\_\_

Indicate special purpose or designation (if other than unrestricted) \_\_\_\_\_

Amount of Gift \_\_\_\_\_ Date of Donation \_\_\_\_\_ Amount to Be Matched \_\_\_\_\_

I am eligible to participate in the Capital City Bank Group Foundation Matching Gifts Program and authorize the above-named organization to report this gift to the Capital City Bank Group Foundation for the purpose of applying for a matching gift. I certify that my gift is a voluntary contribution, that it fully complies with the program described herein, and does not represent in any way a fee for a service or benefit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part B: VERIFICATION from Recipient Organization

Please complete this section. Failure to complete any part of this form may result in significant delays. On behalf of your organization, please certify by signing below that:

### Send the form to this address:

Capital City Bank Group Foundation  
Attn: Accounting, Brenae Alford  
P.O. Box 900  
Tallahassee, Florida 32302  
850.402.7500

### Please include:

☐ Copy of 501(c)(3) from the IRS

- ☐ The gift complies with all of our guidelines applicable to your organization; (see previous page)
- ☐ You are an organization classified as a 501(c)(3) tax-exempt organization according to the United States Internal Revenue Code;
- ☐ You have received in cash or check \$\_\_\_\_\_ (amount) from the contributor on \_\_\_\_\_ (date).

Name of Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Authorized Person (print or type) \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Gift Category: check one

- ☐ Arts & Culture
- ☐ Education
- ☐ Other (please specify) \_\_\_\_\_
- ☐ Community Development
- ☐ Health & Human Services



# Capital City Bank Group Foundation Matching Gifts Program

## The Program

The Capital City Bank Group Foundation Matching Gifts Program encourages associates to contribute to qualifying nonprofit organizations of their choice. The program offers a way of doubling (up to \$250 per associate each calendar year) their contributions to these organizations and thus improving their communities.

## Who can participate?

Full-time and part-time associates

## It's easy to request a Matching Gift!

Simply complete Part A of the form and mail it, along with your contribution, to a qualified organization. The organization will complete Part B and return the form to Capital City Bank. Matching checks will be distributed each month until maximum dollar amount has been reached.

## How does it work?

Dollar for dollar, the Foundation matches up to \$250 per associate each calendar year.

- Gifts must be personal contributions paid either in cash, check or by major credit card.
- The amount of each gift must equal at least \$25 to be eligible. You may give to multiple organizations as long as the annual total does not exceed \$250 per associate; a separate form is required for each request.
- The contribution must be actually paid, not pledged.
- The Foundation must receive the completed application by January 31 of the following year.
- Qualifying nonprofit organizations must have a 501(c)(3) tax-exempt status by the Internal Revenue Service.

## What organizations are eligible?

Nonprofit organizations that have been granted a 501(c)(3) tax-exempt status by the Internal Revenue Service.

## Are there any restrictions?

The following organizations/activities are not eligible for matching funds:

- advertising
- association memberships
- athletic team or athletic event
- sponsorships
- fund-raising event sponsorships
- those located out of our market area
- those with religious or political affiliation (some secular community service programs such as soup kitchens, homeless shelters and job banks are eligible even when sponsored by a religious group)
- tickets to attend community functions and fund-raisers
- professional telephone sales
- solicitations
- a pledge for a payment not yet made
- United Way

## Further Information?

e-mail: [king.kaley@ccbg.com](mailto:king.kaley@ccbg.com)

call: 850.402.8523