

MCKINNEY MATCHING GIFTS

Through the Matching Gift Plan, McKinney is able to contribute charitable monies in the best way we believe we can—that is, to put dollars toward those organizations, activities and concerns that our employees support with their own individual donations.

The McKinney Matching Gift Plan provides for personal employee contributions to nonprofit organizations be matched up to \$1,000.



EMPLOYEE INSTRUCTIONS:

1. Ensure that your gift qualifies for a McKinney Matching Gift by *first* logging into Namely and then going to “Resources>Work/Life Benefits”.
2. Fill out PART A completely, and send the completed form with your gift to the receiving organization. *We suggest that you make a photocopy of your donation and keep it for your records.*
3. An appropriate financial officer of the organization should review PART A and complete PART B. *(Most receiving organizations will be familiar with this type of system.)* They should then forward the entire form and a copy of their IRS 501(c)(3) determination letter, to McKinney.
4. After processing, a check will be sent directly to the organization at the end of the appropriate payment cycle (either in June or December).
5. After each Matching Gift payment cycle, each participating employee will receive an acknowledgment listing each of their gifts that have been matched.

PART A:

Your Name (Print Please)

Your Title

Your Street Address

Your City..... State..... ZIP.....

Receiving Organization

Fund

Amount of Gift (No less than \$25)..... Date

By submitting this form, I am certifying that the information provided above is correct, that my gift qualifies as a tax-deductible contribution, and that I have not received anything in return for my contribution. I hereby authorize the organization listed above to report my contribution to McKinney to apply for a matching gift.

To be filled out by recipient organization

As an authorized representative of the receiving organization named below, I certify that we have received the contribution described in PART A, and that we are an accredited educational institution or a nonprofit organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

PART B:

Representative's Name (Print Please)

Title

Organization

Street Address

City State ZIP

Representative's Phone Number Email

Amount of Gift Received Date

ACH information:

Routing Information Account Name:

Account Number Online Payment Website

Organization classification: (Please check appropriate box)

Health Education Cultural Environmental Special Interest Other

Are you a minority organization?

Representative's Signature

! Note about signing digitally: Once SAVED, a signed PDF form is no longer editable. Please make sure you have correctly filled out all fields before adding your digital signature. [Click here to learn more about forms in Acrobat.](#)

PLEASE RETURN TO:



McKinney
318 Blackwell Street
Durham, NC 27701
Attention: Accounts Payable

OR



Matching Gifts
ap@mckinney.com

Don't forget to attach your required IRS 501(c)(3) determination letter