

For Bungie employees, the Bungie Foundation has committed to match \$1000 per calendar year to the 501(c)(3) organization of their choice. See the [Foundation Guide](#) on Btools for further information regarding the Bungie Foundation and its matching gift policy.

Up to \$1000 in current year employee cash donations made during your Bungie employment will be matched when the next Bungie Foundation donations are processed (at least once a quarter). You may submit multiple receipts throughout the year, although each donation receipt should accompany a separate donation form submission.

Please follow these steps to submit your donation matching request:

- Scan or take a photo and email yourself the receipt and save the file before proceeding.
- Click New Donation button below and complete as follows:
  - Organization Name – Enter the charity name as it appears on the receipt
  - Amount requested – Enter the amount you would like to have matching up to \$1000. If the amount you enter is greater than what you have available, the proper amount will be calculated for you.
  - Disclose name to charity? – Check this box if you're willing to have the Foundation disclose your name to the charity if they request it.
  - Web URL – Copy this from website address if the charity has one.
  - Mailing address – You must enter an address for the charity in order to submit the matching donation request. Even though most matching donations are made online, tax rules require an address for the charity.
  - Comments – Enter the Tax ID # and any special instructions (for example, if it is to be directed to a specific program or person) to be included with the donation.
  - Upload Receipt – Click Select and select the file saved above. You will not be able to proceed without attaching a receipt.
- You will receive an email notification when the matching donation is paid.