

Matching Gifts Program Application

SECTION ONE - To be completed by the donor and forwarded to the recipient organization with gift			
Employee Name		Office Location	
Business Phone	E-mail Address		
Home Address			City
State	Zip	Date of Hire (MM/DD/YYYY)	
Recipient Organization Name		Program Designation	
Type of Gift <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card		Date of Gift	
Amount of Gift	Amount to be Matched		

Donor Verification (Signature Required)

I certify that I am making this personal gift under the conditions stated in the program guidelines, that this gift is entirely my personal contribution and is not, in whole or in part, the gift of any other individual(s). I also certify that all information presented is accurate and that neither I, nor my family, nor any related third party, will benefit in any way from this gift.

Employee Signature

Date

SECTION TWO - To be completed by the recipient organization and forwarded to the address below			
EIN	Legal Name of Organization		
Address		City	State Zip
Phone ()		Fax ()	
Contact Name		Website Address	
Contact Title		Contact E-mail Address	
Date Gift Received (MM/DD/YYYY)	Amount of Gift (USD)	Tax Deductible Gift Amount (USD)	

I certify that the above contribution was received and that no direct, tangible benefit will accrue to the donor, to any member of the donor's family, or to any related third party as a result of the donation. I also certify that I have read and understand the guidelines of this program, and that all information provided in this form is accurate, and that I am an authorized officer of the recipient organization.

Signature and Title of Authorized Officer

Date

Send the completed application to **Reader's Digest Foundation Matching Gift Program** via email to: RDFoundation@rd.com.
Or send via mail to: 44 South Broadway, FL 7, White Plains, NY 10601-4417.

DEADLINES: Starting January 1, 2020, the Foundation will grant approved applications on a calendar quarterly basis (for the quarters ending **March 31, June 30, September 30 and December 31**). Completed applications must be received by the program administrator no later than the last day of the quarter to be included in the payout for that quarter.

Matching Gifts requests received by the program administrator more than 90 days after the date of the gift are ineligible.