



# matching gifts

**Make your dollar go twice as far!** Many employers offer matching gift programs to their employees as part of a corporate giving program. Matching gifts are one of the easiest ways to boost your fundraising and double your donation! Check with your employer and ask your donors to check with their employers to see if they have a matching gift program.

## **Follow these steps** to ensure your employee matching gift is applied to your fundraising efforts:

1. Make your donation directly to the participant's fundraising page.
2. Include your name when requesting the matching gift from your employer. *(Do not click Anonymous, anything that is submitted as "Anonymous" will NOT be applied to a fundraising page.)*
3. Include the participant's name and event where the matching gift should be applied in the comment/designation area. *If this is not included, the donation will NOT be applied to a fundraising page.*
4. After the matching gift is approved by your employer, send a copy of the confirmation email to [teamup@autismspeaks.org](mailto:teamup@autismspeaks.org).

Matching gifts will be reflected on your fundraising page after they are received by Autism Speaks. Posting timelines vary depending on the company. *Any matching gifts that are not reflected on your fundraising page by the fundraising deadline will not be included in your total for the fundraising minimum.*

[autismspeaks.org/matching-gifts](https://autismspeaks.org/matching-gifts) | [autismspeaks.org/TEAMUP](https://autismspeaks.org/TEAMUP)

## 1. What are matching gifts?

Many corporations offer employee giving programs where they match employee charitable donations at an equal or greater amount.

## 2. How do I know if my employer will match my donation?

You can check if your company offers a matching gift program here! [autismspeaks.org/matching-gifts](https://autismspeaks.org/matching-gifts)  
If your company is not listed, please check with your HR department to confirm if they offer a matching gift program.

## 3. What is the deadline for having a recent donation matched?

Each company has its own guidelines. Please check with your HR department.

## 4. Will a matching gift count towards my fundraising goal?

Yes, matching gifts can be applied to a participant's fundraising page. When requesting a matching gift, you must include your name and the participant's name the matching gift should be applied to in the comments section.

## 5. My donor applied for a matching gift that has not shown up in my fundraising total. How can I check the status of the matching gift?

Please reach out to your employer to determine the status of your matching gift.

If you or your donors have applied for a matching gift, please send your confirmation and any information regarding the matching gift to [matchinggifts@autismspeaks.org](mailto:matchinggifts@autismspeaks.org).

### ***Please include:***

- Donor name
- Donation amount and date
- Matching gift company name
- Amount of matching gift
- Payment/deposit date

## 6. How long will it take for my employer's matching gift to be applied to my fundraising?

Matching gifts vary by employer. Each company has a different timeline and guidelines for distributing funds to the receipt organization. It can take several weeks for the matching gift to be processed. You may contact your company's HR department to find out how often matching gift payments are processed.

## 7. What is the Autism Speaks Tax ID Number? 20-2329938

## 8. How can I approach my donors about getting a matching gift?

Your donors may not be aware that their employer participates in a matching gift program. A great way to encourage your donors to utilize these programs is to include information in your fundraising outreach.

"Did you know that you can double your impact with a matching gift? Check with your employer to see if they participate in a matching gift program today!"

## 9. Will donations made during an Autism Speaks matching gift campaign count towards my fundraising?

Autism Speaks may run a matching gift campaign where donations made to Autism Speaks will be matched. Please note that these matching gift campaigns WILL NOT apply to individual fundraising efforts or fundraising minimums.