

# L I V E S T R O N G ®

## Matching Gift Process: How does this work?

### 1. Make Gift

Please save your tax receipt or email confirmation.

### 2. Contact Your HR Department

<sup>1</sup> You will be asked to complete an online or paper matching gift request form.

<sup>2</sup> Please search by Tax ID# **742806618**. Please see below if you need to add LIVESTRONG.

### 3. Company Contacts LIVESTRONG

Your company will contact LIVESTRONG within **7 days**, asking LIVESTRONG to confirm your donation.

### 4. LIVESTRONG Confirms Gift

<sup>3</sup> It can take up to **2 weeks** for LIVESTRONG to confirm a gift.

### 5. Company Sends Matching Gift<sup>4</sup>

<sup>5</sup> Check distribution cycles vary greatly for every company. (e.g. **monthly, quarterly payouts**)

<sup>6</sup> Allow **2-3 weeks from mail date** to process and display in your fundraising account.

### Important Information Regarding Matching Gifts:

1. Please instruct payee to include the Participant's name, Constituent ID# and event on the memo line.
  - a. Company should mail check to: Lance Armstrong Foundation Events, National Mail Processing Center, PO Box 6002, Albert Lea, MN 56007
2. Please contact [donations@livestrong.org](mailto:donations@livestrong.org) when adding LIVESTRONG to your company's database.
3. The average life cycle of the matching gift process is 3-9 months. Please take advantage of matching gifts as early as possible.
4. When completing a [matching gift form](#), please have as much information possible when inquiring. (e.g. check #, amount, check date, date check was mailed, names/addresses, etc.)
5. Every company handles matching gifts differently, please check with your company for further details.
6. LIVESTRONG will not credit an account for a donation that we **HAVE NOT** received.