

HOW DO I REQUEST A MATCHING GIFT?

Requesting a matching gift is normally a five-minute process that must be initiated by the donor. You can do this by filling out and submitting a paper form provided by your employer or through an electronic submission process.

There are typically 3 steps:

1. Donate

Make your personal donation and save your tax receipt. Many matching programs will allow for up to one year after you've made your donation to request a corporate match.

2. Search

Using the search bar on the Corporate Matching page, find out if your company offers a matching gift program and review the guidelines. No results? Contact your HR department directly to ask if they offer a matching gift program.

3. Match

There are two common ways to submit the matching gift request:

- a. Click on your company's intranet link provided in the search results. Login and submit your request electronically.
- b. Download your company's matching gift verification form using the link provided in the search results. Print it, fill it out and send it to us.

We will take care of the rest!

I MADE A DONATION A FEW MONTHS AGO. CAN I STILL APPLY FOR A MATCHING GIFT?

Yes! It's not too late to apply for a matching gift! Many companies allow employees to submit match requests for 1 year following the date of the donation.

I DIDN'T FIND MY COMPANY ON THE SEARCH PAGE. NOW WHAT?

It's still possible that your employer will match your donation, even if you don't find your company on our list. Check with your company's HR manager and ask if your donation can be matched.



CORPORATE MATCHING Frequently Asked Questions

HOW IS THIS INFORMATION OBTAINED?

We partner with a company called Double the Donation. If you see anything that should be changed, please email Double the Donation's team at data@doublethedonation.com.

For all the details and to make your impact for La Jolla Playhouse, contact Bonnie Broberg, Associate Director of Development, at (858) 228-3084 or bbroberg@ljp.org.