



Matching Gift Tracking Form Double Your Donations

American Cancer Society
Relay For Life of Central Bucks Middle Schools
www.relayforlife.org/pacbmiddle schools

Do you know anyone who works for, or has retired from, a large corporation such as: Johnson & Johnson, Prudential, Merck, Advanta, or GlaxcoSmithKline? Many large businesses have programs for Matching Gifts that you can use as part of your donation to Relay for Life. For example, if you have a relative or friend who works for one of these places and he or she makes a \$50 donation, their company will also make a \$50 donation – that’s \$100 towards your team total!

Every employer is different, and this does not happen automatically – there is paperwork that must be filled out that is specific to each company. **We are not able to credit specific teams with Matching Gifts that are made ONLINE. In order for a team to get credit, the paperwork must be printed out and turned in at school with a check.**

Follow these instructions when submitting a matching gift for the American Cancer Society:

- Check with your employer to see if they participate in a matching gift program (or go to www.cancer.org)
- Use the American Cancer Society Tax ID Number as needed: 25-179-8733
- Submit the check, your employer’s matching gift form, and this completed tracking credit form to your school
- Repeat the process for each individual donation
- Team or participant will be credited when the matching gift check is received by the American Cancer Society

Name of Team or Participant who should receive credit

Employee Name

Company Name

Amount of the Donation

Donation Date

For ACS Office Use Only:

Date Request Submitted: _____

Date Matching Gift Submitted to Company: _____

Amount of Match donation received \$ _____

Date Matched Donation Received _____

Date entered into TES: _____