

# DOES YOUR EMPLOYER MATCH YOUR DONATION?

### LEVERAGE YOUR DONATION THROUGH CORPORATE MATCHING GIFTS

Many companies will generously match gifts made by an employee to charitable non-profit organizations such as Legacy Magnet Academy's PTO! If you or your spouse work for, or have retired from, a company that offers corporate matching, you may be able to DOUBLE or even TRIPLE your cash gift to LMA's PTO.

### Here's how it usually works:

1.Check with your company's human resources or payroll department to see whether it offers a matching gift program. You can also go to: <u>https://www.matchinggifts.com/rit/</u> to see if your company offers such a program.

2.Obtain a matching gift form from your company's human resources or payroll office.

3.Follow your company's procedure on submitting your funds, filling out the appropriate forms to ensure that the match is donated. Some companies might request a copy of a donation confirmation letter from the 501(c)3 organization. Please contact us by email at <a href="mailto:lmaptoboard@gmail.com">lmaptoboard@gmail.com</a> for this letter.

4. Please send an email to notify the PTO at <a href="mailto:lmaptoboard@gmail.com">lmaptoboard@gmail.com</a> after you have done this, including the amount of your contribution, so they know in advance to look out for it.

#### Your company may ask for the following information:

Organization Name: Legacy Magnet Academy PTO Contacts: Cathy Tran-Quach, PTO President <u>Imaptoboard@gmail.com</u> Address: 15500 Legacy Road, Tustin, CA 92782 Phone: 714-430-2088 Organization Type: 501(c)3 organization Tax ID #: 85-2252507

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Below is only a small list of companies who are known to have matching gift programs. Please check with your company's Human Resources department if they are not listed below:

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