## Employer Matching Gift Program

**Step 1** – Consult your human resources leadership or payroll provider.
**Step 2** – Establish your program budget – annual budget, maximum budget per employee.
**Step 3** – Develop a formal policy – who may participate, full-time or part-time, match formula, minimum or maximum gift.
**Step 4** – Decide how funds will be sent – for example direct check from the company to the ministry, ACH or wire, or a charitable giving platform.
**Step 5** – Adopt your program internally.
**Step 6** – Announce the program to employees.

# Example

A Michigan manufacturing company decides:

- Full-time employees are eligible.
- Company matches gifts 1:1.
- Maximum annual match is $2,000 per employee.

Employee donates $1,000 to a ministry.

Employee submits:

- Donation receipt
- Matching request form

Company verifies eligibility and sends an additional $1,000 to the ministry.

The ministry receives a total of $2,000.

-OR-

## An Employee Seeking an Employer Match

**Step 1** – Verify your employer has a matching gift program and review the rules for eligibility and confirm the ministry qualifies.
**Step 2** – Obtain the ministries information that is needed by your employer.
**Step 3** – Make your donation directly to the ministry and save your donation receipt.
**Step 4** – Submit your matching gift request to your employer.

**Example Result:**

- Your donation: $500
- Employer match: $500
- Total received by the ministry: $1,000

Info you may need for the ministry:
Full Legal Name: Gleaning The Scriptures Ministries
Address: 5111 PO Box Muskegon, MI 49445
Please use the contact form to request our EIN and Nonprofit status.