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# Matching Gifts

Matching gifts are a great way to double the funds you raise. Follow these simple steps to ensure you are maximizing your fundraising efforts.

* **Step 1:** Ask your employer if the company has a matching gift program; ask your donors if their company has a matching gift program
* **Step 2:** Complete the required paperwork for your company; note that each company has their own form. Make sure your donors have completed any required paperwork as well.
* **Step 3:** Email [team@bwh.harvard.edu](mailto:team@bwh.harvard.edu) the confirmation email or document that a matching gift was submitted from ‘X’ company, in the amount of ‘$X’ from ‘X’ employee/donor. If a confirmation document was not received, please have the donor email the Brigham with the above information confirming they submitted the request.

# Frequently Asked Questions

1. What organization should I note on my form?

Brigham and Women’s Hospital (Tax ID: 04-2312909)

1. My company has a paper form. Where do I send it?

Follow the instructions on the form and mail to the Brigham Development Office. The Brigham will add the necessary remaining information and mail the completed form directly to the company.

Brigham & Women’s Hospital Development

Attn: Caroline Rees

2023 Falmouth Road Race

263 Huntington Ave #318

Boston, MA  02115

1. My company has an electronic form? How do I ensure it is received?

Follow the instructions on the online form and include the Brigham contact info on the form. The company will reach out to the Brigham to ask for verification. Please do NOT use your email for verification.

Matching gift contact: Kiran Rai Email: [krai1@bwh.harvard.edu](mailto:krai1@bwh.harvard.edu) Phone: 617-774-7505

1. When will the matching gift be added to my Race Roster page?

Matching gifts will be added to your Race Roster page when the matching gift is confirmed by both the Brigham and the company. Timelines are dependent on the company as matching gift payout times vary by company. Matching gifts can only be confirmed and added to your Race Roster page once the original gift is received.

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# Company List: <https://give.brighamandwomens.org/give/employer-matched-giving/>

Please note that this list includes companies the Brigham has worked with in the past; but is not inclusive all of companies with a matching gift program. It is important to ask your company if they have a matching gift program.

