



# RULES OF CORPORATE MATCHES

Many companies in Illinois offer a corporate match to their employees who support philanthropic giving. Corporate matched dollars directed towards Empower Illinois allow you to maximize and possibly **double** your charitable giving at the school of your choice.

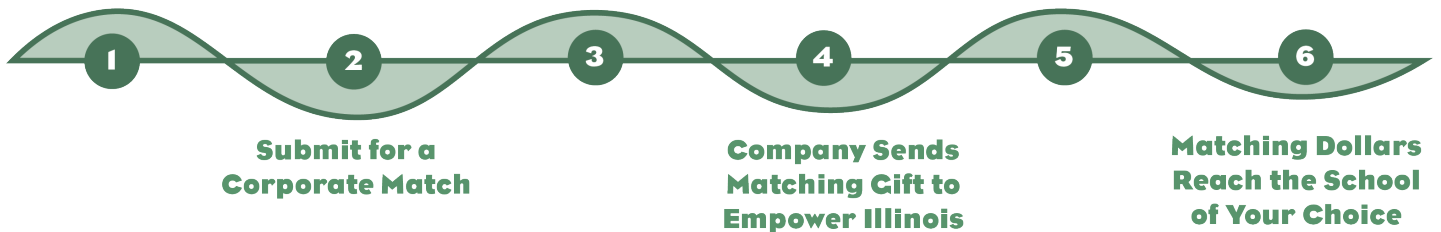
## STEPS TO COMPLETE A CORPORATE MATCH

1. Reach out to your local HR representative and gather information regarding your company's corporate match program.
2. Submit documentation to your company showing that you have completed your donation to Empower Illinois. Feel free to contact Empower Illinois or your affiliated school to let them know you have taken action to start this giving process!
3. As always, Empower Illinois will administer your Tax Credit Scholarship Program donation immediately once received. After your tax credit scholarship gift has been processed and your employer match request has been confirmed by Empower Illinois, the matched corporate dollars (less a 5% administrative fee) will be sent to the school of your choice via mail. You and the school will be notified of the anticipated matched gift.

**Make a Tax Credit Scholarship (TCS) Gift**

**Empower Illinois Confirms TCS Gift to Company**

**Empower Illinois Notifies Donor and School**



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Each company has their own set of rules and regulations regarding corporate matches. Empower Illinois strongly encourages you to check with your HR representative or someone from your employer's matching program for specific details on their matching policies.

When thinking about securing corporate match dollars, consider the following:

- **Understand your company's giving schedule** — Matched dollars can be administered on a rolling basis, bimonthly, once a year, or even the following fiscal year depending on a company's match regulations. Empower Illinois can work with any donation timeline or recurring schedule that your company sets.

- **Learn about your company's matching window** — If you donated to Empower Illinois early in the year (or even last year), try submitting your donation to be matched by your employer. Every company has unique timelines for submitting matched gifts. Some have very inclusive policies regarding their corporate matching.
- **Check if your gift qualifies** — Check with your employer to see if your gift qualifies under their match program. Some corporations will only match funds if they are in alignment with the organization's philanthropic mission statement.
- **Determine potential administrative fees** — Some organizations will collect an administrative fee from the matched funds. This varies by employer and by the platform they use to manage these funds.
- **Calculate the size of your matched gift** — Many Illinois companies will match **up to 100%** of your recent gift. Companies also have the right, however, to place a **cap** on the amount that can be matched. For example, if you donate \$2,000 but the company has a \$1,000 cap, your school will only receive matched funds at the capped level.
- **Consider where your gift should go** — Most matching requests will include a place for you to designate your school of choice for the gift. If there is no school specified, however, Empower Illinois will send the funds to the same school(s) designated on your tax credit scholarship donation record.

#### EMPOWER ILLINOIS DISTRIBUTION PROTOCOL

- When you designate your tax credit scholarship donation to multiple schools, Empower Illinois follows your intent with the corporate matched dollars. The Empower Illinois team will apply the same percentages of your tax credit scholarship donation to each school when matched dollars are submitted.
- These dollars are not subject to the same rules as the Tax Credit Scholarship Program. Meaning, **the school of your choice will be able to utilize these funds however they see fit.**

*Please note, the information provided here was accurate at the time of creation, and is intended to be informative and educational, not to be mistaken as legal, accounting, or tax advice. The description and examples provided are for illustrative purposes only and should not be used as the sole example.*