

The Microsoft Matching Gifts program matches up to \$12,000 per employee per calendar year of donations to eligible organizations. Information on the program is available on the Microsoft intranet at <http://give>.

Microsoft encourages its employees to use the online tool available at <http://give> to request matching donations.

Here are **general instructions** for how Microsoft employees should handle matching gifts (these instructions appear on the Microsoft intranet at [http://give/GiveMoney\\_MatchingGifts.aspx](http://give/GiveMoney_MatchingGifts.aspx)).

**References below to "the button to the right" refer to a button appearing on that intranet page.**

HOW TO REQUEST A MATCH FOR A GIFT PAID DIRECTLY TO A NONPROFIT ORGANIZATION	HOW TO MAKE A GIFT USING THE ONLINE GIVING TOOL
(U.S.-Based Employees)	(U.S.-Based Employees)
<ol style="list-style-type: none"> <li>1. Make a donation directly to the organization of your choice through their Web site, by phone, or by mail.</li> <li>2. Click the "Match Now" button to the right. You will be redirected to the tool.</li> <li>3. Click "Submit New Request."</li> <li>4. Select the option "Paid via Cash/Check or Credit/Debit Card Directly to the Agency."</li> <li>5. Click "Search for Charity" or "Show Charities I Have Previously Designated".</li> <li>6. Search for and select the organization.</li> <li>7. Fill in the required information.</li> <li>8. If your gift is to a specific fund within the organization, please include designation in the Purpose field (for example, "Hurricane Relief Fund" or "sponsorship of Bob Smith").</li> <li>9. <b>Click "Confirm" to complete your matching gift request</b> (if you are contributing to more than one organization, repeat these steps to request a match for each separate contribution).</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the "Match Now" button to the right. You will be redirected to the tool.</li> <li>2. Click "Submit New Request."</li> <li>3. Select "Charge My Debit/Credit Card."</li> <li>4. Click "Search for Charity" or "Show Charities I Have Previously Designated".</li> <li>5. Search for and select the organization.</li> <li>6. Fill in the required information.</li> <li>7. If your gift is to a specific fund within the organization, please include designation in the Purpose field (for example, "Hurricane Relief Fund" or "sponsorship of Bob Smith.")</li> <li>8. Click "Confirm."</li> <li>9. <b>Enter your credit card information to complete your request</b> (if you are contributing to more than one organization, repeat these steps to request a match for each separate contribution)</li> </ol> <p><b>NOTE:</b> A small transaction fee will be charged by your credit/debit card company. The amount of the fee will be deducted from your gift. Microsoft will match the entire gift amount before the transaction fee.</p>

When making a matching request for the Wilder PTSA or Wilder Elementary through that online tool, it's important to correctly identify the organization. Both of these organizations are listed in the tool as shown below:

1. When beginning a matching request you'll have the opportunity to search for a valid charitable organization. To find Wilder Elementary or the Wilder PTSA, simply search on the word Wilder, in Woodinville, WA as shown below:

**Organization Search**

Fill in information below to search for the organization or agency you wish to donate to. Press FIND to start your search.

Organization Name:  ?

City:

State/Province:

ZIP/Postal Code:  within  Miles

Category:

Country:

If you can't find the organization you are looking for, you can [write-in a new organization](#).

[Home](#)      [Submit New Request](#)      [Guidelines](#)      [FAQ](#)

2. If you do that, the search results should look something like this:

**Organization Search Results**

Select Organization to Give to

Organization names that appear in bold and are underlined have already been approved. Organization names that are not underlined are ineligible.

If the organization you are searching for appears in blue below, click on the organization's name to select it and continue with the pledge process. If the organization you are searching for does not appear below, please check to make sure you spell the organization's name correctly or:  
[Search again](#)  
[Write-in a new organization.](#)

Page 1 of 1

ID	Organization	Location	Category
0077552	<a href="#">Laura Ingalls Wilder Elementary Parent Teacher Student Association 2-8-66</a>	Woodinville, WA	Education
0001218	<a href="#">Laura Ingalls Wilder Elementary School PTSA</a>	Woodinville, WA	Education
0053897	<a href="#">Wilder Elementary School</a>	Woodinville, WA	Education

Page 1 of 1

[Home](#)      [Submit New Request](#)      [Guidelines](#)      [FAQ](#)

3. All three of the entries are valid (the database has a duplicate entry for the PTSA for some reason). Select the one you want to use for your matching donation, and continue through the online process to complete the matching request.