# **BMO Matching Gift Program**

BMO matches charitable contributions made to qualified nonprofit organizations at a rate of \$.50 for every dollar contributed, up to maximum payments of \$1,000 per calendar year per person. Below is information on how the matching process works and how someone may <u>submit a request for matching</u>. If you have any questions, you may contact our processing partner, United Way of Metro Chicago at help@liveunitedchicago.org or 312-906-2204.

Community Giving, along with its processing partner United Way of Metro Chicago, administers the Match Gift Program. BMO may suspend, revoke, amend or terminate the program at any time.

#### Who is eligible for the Match?

- US-based, regular full-time or part-time (min 20 hrs/wk) employee who has at least one year of employment.
- Retired US-based employee who is 55+ with 10+ years of service or 65+ with 3+ years of service.
- Members of the Bank's Board of Directors and Honorary Directors

### What donations are eligible to be Matched?

- Donations are matched \$.50 per dollar, up to a max of \$1000 per calendar year per person.
- Donations of at least \$100 made to a certified 501(c)3 non-profit organization that is Patriot Act compliant may be submitted for matching.

## • ITEMS THAT WILL NOT BE MATCHED ARE:

- Payments of Insurance premiums, Tuition, Membership dues, Subscription fees, Conference expenses, or Service fees
- Contributions to a Government entity, Fraternal organization, Elementary school, or Secondary school
- Contributions made as part of a fundraising event such as walks, runs, bike rides, dinner events, auction, and program advertisements
- o Funds used to participate in raffles, lotteries, and other games of chance
- Contributions to religious organizations unless they are for secular activities offered on a non-denominational basis
- Contributions to organizations that employ discriminatory practices
- o Contributions made as part of the BMO Annual Employee Giving Campaign

### How do I submit an application for the match?

- Use the <u>match request form</u> to submit the required data.
- Applications should be made for the calendar year the donation was made.
- All donations must be made no later than December 31<sup>st</sup> with all applications and supporting documentation being submitted no later than February 15<sup>th</sup>.
- Donor will be notified by email if there is a problem with the submitted information.

#### How quickly will the agency receive the match funds?

• Funds are processed on a quarterly basis with agencies receiving funds within 60 days of the close of the quarter.

## How will the agency know that the funds are for the match of my contribution?

- Agencies have access to reports that will include donor names.
- Agencies may contact the United Way of Metro Chicago at <a href="mailto:agencyhelp@uw-mc.org">agencyhelp@uw-mc.org</a> if they have questions about provided reports and/or payments.