

# Matching Gifts Process for The Puget Sound Affiliate of Susan G. Komen for the Cure

The donor should check with their company's human resources department to determine if they will match The Puget Sound Affiliate of Susan G. Komen for the Cure.



The donor makes the original donation, online at [www.komenpugetsound.org](http://www.komenpugetsound.org) or mails the donation to the participant they are supporting. Participants please enclose all donations submitted with a Fundraising Form and mail to:  
**Susan G. Komen for the Cure ATTN: Race for the Cure**  
**112 Fifth Avenue N**  
**Seattle, WA 98109**  
*(Please note that matching gift forms should be mailed in separately)*



The donor should contact his/her company's human resources department for the appropriate matching gift form. Complete the form and please attach a copy of the donation receipt *(if available)*.



The donor writes the name of the participant they are sponsoring, event on the matching gift form. *(If the matching gift form is filled out electronically please be sure to indicate the participant's name in the notes field of the matching gift form).*



Once the matching gift form is received at Susan G. Komen for the Cure, we verify the amount of the original donation and return the form to the company so that they can complete the matching process.



If the matching gift company approves the gift, the company will mail in a check for the matching gift. **Please note that processing times for a gift to be matched vary as the payment schedules for each company very greatly. It can take up to four months.** Please contact the matching gift company to find out how often matching gift checks are distributed.

If the matching gift company does not approve the matching gift, the company will contact either the donor or Susan G. Komen for the Cure with a denial notification.