



Cross-Cultural Solutions

How to apply a matching gift to your program fee

Cross-Cultural Solutions makes it easy to take advantage of your company's Matching Gift program!

A Matching Gift Program is a simple and effective way for you or a sponsor to help raise funds toward your Cross-Cultural Solutions experience or for a general donation. Without any additional cost, your contribution or gift is matched dollar-for-dollar. Many companies also match the contributions of spouses and retirees.

How to participate?

1. Get in touch with a representative from your company's Human Resources or Personnel office to learn more about your company's Matching Gift Program and the application requirements.
2. You may be asked to complete and submit forms with information about yourself and Cross-Cultural Solutions. For processing purposes, please note the following:
 - CCS' Tax Identification Number (Employee Identification Number / EIN) is **93-1189960**.
 - Be sure to complete the "Donor" portion of the form with your personal information exactly as it appears on the check or credit card you used to make the original contribution. *If the name and information on this form does not match our records, we will not be able to confirm your original payment.*
 - If you are contributing to a specific volunteer's Program Fee, please clearly write his or her name(s) in the "Purpose," "Reason," or "Description" portion (Formats vary between companies).
**See notes below about Program Fee contributions.*
 - Please provide your company with accurate information about Cross-Cultural Solutions (contact information, address, and fax number listed below).
 - If available, include the receipt from your original payment with the application materials.
3. Upon completing the forms, follow the processing instructions on the forms. You will either submit materials to your HR / Personnel representative or directly to CCS. If this is the case, please mail or fax all materials to:

Cross-Cultural Solutions

Attn: Director of Finance
2 Clinton Place
New Rochelle, NY 10801
Fax: 1-914-380-8290

*** For contributions to the CCS VOLUNTEER PROGRAM FEE, please note:**

- **Apply in Advance** – Many companies do not issue checks for Matching Gifts immediately and the process can take a long time. All balances for program fees must be paid by their due date. CCS does not make exceptions for Participants awaiting checks from matching gift programs. Please be sure to coordinate with your company to ensure that all matched gifts are received in a timely manner.
- **Due Dates Still Apply** – A CCS Participant must submit their Matching Gift Program application materials to Cross-Cultural Solutions no less than 90 days before to his/her program start date.
- **Multiple Participants** – If the contribution and matched gift are to be applied to the Program fees of *more than one* Participant, the names of all Participants must be written on all application materials.
- **Non-Transferable** – A Matched Gift (or any part of a matched gift) cannot be applied to another Participant's program fee after the application materials have been submitted.
- **Non-Refundable** – Funds received from a Matching Gift Program (original contribution or the matched funds) cannot be refunded to the Sponsor, the Participant, or the Company.