Important Information Regarding Matching Gifts:

1. Please instruct payee to include the Participants name, Constituent ID# and event on the memo line.
   a. Company should mail check to: The LIVESTRONG Foundation, National Mail Processing Center, PO Box 6002, Albert Lea, MN 56007
2. Please contact donations@livestrong.org when adding LIVESTRONG to your company’s database.
3. The average life cycle of the matching gift process is 3-9 months. Please take advantage of matching gifts as early as possible.
4. When completing a matching gift form, please have as much information possible when inquiring. (e.g. check #, amount, check date, date check was mailed, names/addresses, etc.)
5. Every company handles matching gifts differently, please check with your company for further details.
6. The LIVESTRONG Foundation will not credit an account for a donation that we HAVE NOT received.