

**PART A: EMPLOYEE**

Mail the completed form with your contribution to the organization (incomplete information may result in a delay in matching).

Organization name: Carriage Crest Elementary

Secular Community Service Program Designation (if applicable): \_\_\_\_\_

(Required if gift is through a religious organization)

Mailing Address: 18235 140th Ave SE Renton, WA 98058-6816

Shipping Address (required if matching w/product): \_\_\_\_\_ Attn: \_\_\_\_\_

Type of organization (please check one):  Arts/Cultural  Civic  Education  Environment  Human Services

\$ \_\_\_\_\_ (Amount of gift) \_\_\_\_\_ (Date of gift)

Made by:  cash/credit card/check  
 stock \_\_\_\_\_ (Name of stock) \_\_\_\_\_ (Number of shares and market value on date of transfer)  
 product - List products in grid provided below.

Please match my cash gift with this amount \$ \_\_\_\_\_ (Less than or equal to gift)

Please match my product gift with a check for this amount: \$ \_\_\_\_\_ (Please attach a copy of your Company Store receipt) (Employee price of product; no shipping or tax included)

**Employee Product Donation**

| Quantity | Product Number | Product Name |
|----------|----------------|--------------|
|          |                |              |
|          |                |              |
|          |                |              |
|          |                |              |
|          |                |              |
|          |                |              |

Donor's name \_\_\_\_\_

Employee ID number \_\_\_\_\_

Employee  Director

E-mail name \_\_\_\_\_

Redmond

Microsoft field location (city and state)

Signature \_\_\_\_\_

Date of hire if less than one year \_\_\_\_\_

**PART B: INSTITUTION or ORGANIZATION**

Microsoft must receive the matching gift form from your organization by January 31 in order for this match to be applied to the employee's matching limit for the prior calendar year. The gift must have been made in the last 12 months in order to qualify for a matching gift.

Please type or print. If this is the first time you are requesting a matching gift from Microsoft Corporation, please enclose a copy of your Department of Treasury 501(c)(3) tax-exempt document and mail the form and any attached receipts or documentation for product donations to:

Microsoft Matching Gifts Program  
 P.O. Box 7405  
 Princeton, NJ 08543-7405

Any questions? Contact us at:  
 (800) 480-4438  
 email: MS@Easymatch.com

Eligible charitable organizations are those with Department of Treasury 501(c)(3) public charity status. Microsoft does not match gifts to religious organizations unless the gifts are designated to an ongoing secular community services program sponsored by these organizations or when the benefits of the gifts are limited exclusively to their members.

I certify that the gift in the amount of \$ \_\_\_\_\_ and form indicated was received on \_\_\_\_\_ and that this organization is an eligible recipient as specified on this form. Please type or print information below.

NAME OF OFFICER: \_\_\_\_\_ ORGANIZATION NAME: \_\_\_\_\_

TITLE OF OFFICER \_\_\_\_\_ ORGANIZATION EMPLOYER I.D. NUMBER: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_ SHIPPING ADDRESS: \_\_\_\_\_

*Although Microsoft expects to continue its Matching Gifts Program indefinitely, the company reserves the right to amend, modify, or terminate the Matching Gifts Program at any time without notice and to determine whether any gift qualifies for matching.*