

Corporate Gift Matching

Double your Read-a-Thon contribution to the Horace Mann School PTA by taking advantage of your employer's matching gift program. Many companies match an employee's donation to non-profit organizations. Check with your Human Resources department to see if you can double your gift! Horace Mann School PTA's Tax ID # is **41-6040313**.

What is a company matching donation?

A company matching donation, or matching gift, is when a person makes a donation to a non-profit organization and their employer donates an additional amount, often equal or greater than the employee's donation. A matching gift is a great way for a donor to increase their contribution to the Horace Mann School PTA!

How do I know if my employer matches my donation?

Check with your Human Resources department for specific information on whether they have a matching program and how to request a matching donation.

What if my company won't match a school PTA?

Some companies categorize PTA's differently, though the Horace Mann School PTA is a 501(c)3! To get the same match, simply make the donation to *Horace Mann School* directly. You may either turn in a matching gift form with the Read-a-Thon pledge form and donations, or give Judy Browne in the office your matching gift form and let her know that funds should be directed to the Horace Mann School PTA.

What are the steps for Company Matching?

Every company is different, but here are the general steps:

1. Check with your Human Resources department as each employer has different requirements. The match request form always includes information to be completed by the employee. Sometime there's a second portion that must be completed by the Horace Mann School or PTA.
2. If Horace Mann School or PTA needs to provide information, please provide us the form along with your donation and we'll complete it with the required information. We will then mail it into your employer! It's that easy.

Information for Forms:

Horace Mann School PTA
2001 Eleanor Ave., St. Paul, MN 55116
EIN 41-6040313

We are a 501(c)3 organization and all donations are tax deductible.

How long before the company match is received by the PTA?

It often takes a month, and in some cases up to 6 months, for the Horace Mann School PTA to receive the funds from company matching programs. We recommend you start the process as soon as you have made the original donation.

What if I still have questions about company matching?

We are happy to help you! Send an email to treasurer@hms-pta.org