



## Matching Gift Instructions

Please follow the instructions below to request the contribution.

1. Request Company Matching Gift form from your Human Resources Department
2. Return completed form according to your company guidelines and return in the envelope provided or send to:  
YWCA Development  
898 Walnut Street  
Cincinnati, OH 45202
3. Some companies have online systems to process matching gifts. If your company utilizes this type of system, please follow the instructions provided to you.

The YWCA will then complete our portion of the form and return it to your company for payment.

For questions, please contact Tracy Wells at [twells@ywcacin.org](mailto:twells@ywcacin.org) or 513.361.2126.

Thank you for pledging a matching gift through your company!

**YWCA**  
**IS ON A**  
**MISSION**