



HOW TO COMPLETE A “MATCHING GIFT” FORM

1. Most companies use an online matching gift platform. If your company does, send a matching gift verification request through your company’s online portal. Enter our name: **Operation New Outlook**; tax deductibility status: **501(c)(3)**; IRS number: **EIN 81-1536276**; and our headquarters mailing address: **22042 N. 64th Avenue, Glendale, AZ 85310**.
2. If your company does *not* use an online gift matching platform, obtain a matching gift verification form from your company’s human resource office. Then e-mail the form and a copy of your receipt to:

ONOmatinggifts@operationnewoutlook.org

Note: *Please complete the entire donor part of the form and include a copy of your gift receipt*