



MEMORIAL SLOAN KETTERING | EQUINOX

## Matching Gifts Guide: Six Simple Steps!

MSKCC's Tax ID: 13-1924236

1

### Make Your Gift

All gifts are made to Memorial Sloan Kettering Cancer Center.

*Please save a copy of your gift acknowledgement.*

2

### Contact Your HR Department

Every company is different. You will complete an online or paper matching gift request form.

3

### Company Contacts MSKCC

Your company will submit the information to our matching gifts team for MSK's approval.

4

### MSKCC Confirms the Gift and Approves the Match

Please allow several weeks for processing. We cannot confirm a gift or approve a matching gift until the original gift is fully processed in our database.

5

### MSKCC Adds the Match

Once approved, our gifts processing team will update the participant's page to reflect the matching gift!

*It will appear in the donor honor roll as "Company Match for \_\_\_\_."*

6

### Company Sends Matching Gift

Check distribution cycles vary for each company.

*Memorial Sloan Kettering  
Attn: Matching Gifts  
1275 York Ave.  
New York, NY 10065*

## Additional Information

Contact us: [matchinggift@mskcc.org](mailto:matchinggift@mskcc.org) | 800-585-4118

- Please search by MSKCC's Tax ID Number (also referred to as Employee Identification Number or "EIN") **13-1924236**.
- Please have as much information as possible when inquiring about your gift.  
*Details like check number, confirmation code, amount, date, participant's information, etc. are very helpful.*
- Cycle for Survival cannot credit a matching gift that has not been fully processed.