

Archdiocese of Louisville
Parish/School Eligibility for Donor Matching Programs

- Issue: To be eligible for a donor matching gift program, most employers require the recipient organization be an approved 501(c)(3) non-profit entity that is recognized by the GuideStar online database.
- Donor Action: Typically, the donor must complete an employer form requesting that a matching gift be made to the non-profit organization.
- Employer Action: The employer will verify that the recipient organization meets eligibility requirements, which often is simply being an IRS-approved 501(c)(3) entity. If the recipient organization qualifies as an approved non-profit per GuideStar's online database, this will usually suffice for employer verification.
- Parish/School Action: To be listed as a qualified non-profit organization in GuideStar's database, the parish/school must apply for inclusion and demonstrate through the requirements below that it meets certain criteria. Parishes/schools are advised that once the information is submitted to GuideStar, several weeks may be necessary for the application to be processed and approved.

GuideStar Database Inclusion Requirements

1. The year the parish/school was founded.
2. Copy of a federal IRS document that has the parish/school name and employer identification number (EID) preprinted on the form. The EID issuance letter from the IRS is the most common way to meet this criteria. If the EID cannot be located, the parish/school can reach the IRS at 1-800-829-4933, or visit: <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>
3. Copy of one of the following: state registration, sales & use tax exemption issued by the state, church/school listing in the parent church national directory.

The above information may be scanned and emailed to outreach@guidestar.org, or faxed to (757) 229-8912. After submission to GuideStar, parishes/schools are encouraged to check on the status from time to time, and follow up as necessary if a delay is encountered.

For questions or more information, visit GuideStar's website at <https://community.guidestar.org>.