



FRIENDS OF THE NATIONAL LIBRARY OF MEDICINE

Instructions for Donating and Getting Employer Matching

1. Check if your employer offers a matching gift program.

- Many companies match charitable contributions made by employees. Check your HR portal or ask your HR department.

2. Confirm eligibility.

- Ask whether donations to your organization are eligible for matching.

3. Make your donation.

- Donate directly to [Organization Name] using [online donation link / check / other method].
- Keep your donation receipt. This is usually required for matching gifts.

4. Submit a matching gift request to your employer.

- Complete your employer's matching gift form (online or paper).
- Provide your donation details, including:
 - Date and amount of gift
 - Donation receipt (attach if required)
 - FNLM Information:

Friends of the National Library of Medicine

10319 Westlake Drive #123, Bethesda, MD 20817

Tax EIN: 52-1417780

We are a 501(c)(3) organization

5. Follow up if needed.

- Some companies process matching gifts slowly. Check your donation status with HR or the company's matching gift system.
- Please notify Friends of the NLM once the match has been submitted; we may need to confirm receipt.

6. Celebrate your double impact!

- Your gift now counts twice, helping the Friends of the NLM support the National Library of Medicine even more!