

APPLICATION AND CHECKLIST

Matching Gifts Application Checklist

Follow this checklist as you complete your application below to ensure all required information is provided to Williams. **Incomplete applications will not be accepted.**

- _____ Make sure your organization is a 501(c)(3) non-profit and fits the eligibility requirements of the Matching Gifts program. See the [criteria](#) (link to: eligibility requirements)
- _____ Make a contribution to the recipient organization and promptly complete this checklist and application.
- _____ Complete all of PART A on the application and provide signature.
- _____ If donating stock, attach a stock receipt from your broker that includes the number of stocks and the amount per stock at the time of sale.
- _____ Send the form and stock receipt, if applicable, to the recipient organization.
- _____ Confirm recipient organization will provide all required information, including a copy of their IRS Letter of Determination showing the 501(c)(3) tax status and stock confirmation.
- _____ Expect to hear from Community Relations regarding confirmation of the Matching Gift within 90 days of Williams' receiving the completed application and all required documentation.

Thank you for your contribution and for making a difference in your community!

If you have questions, please e-mail Communityrelations@williams.com or call 918-573-0786.
