Chubb Matching Gifts Program
Chubb Matching Gifts Home Page
When you click on the link on the Village, you will be presented with the matching gifts home page.

Requesting a Matching Gift
Note: All current full-time U.S. based employees are eligible to participate in this program. To receive a match, all U.S. employees MUST be employed by Chubb for at least 6 months at the time of the donation. You may submit donations, however, donations will not be matched until you have been employed at least 6 months.

1. On the home page, choose the Match Request image or Match Request from the navigation bar at the top of the screen.
2. From the Match Request page, on the left side of the page, you can **Search for an Organization** or view your current **Matching Gift Balance**.
3. On the right side of the page, you can view your **Pending Matching Gifts** or **Matching Gifts Giving History**.

**Search for an Organization**

1. Enter the organization **Tax ID** or **School/District ID** or enter the **Organization Name**, **State** and **Country**.
2. Choose **Search**.
3. Find your organization. If your organization has a **Select** link in the Action column, you can choose this for a gift.
4. Enter the **Gift Payment Method** (cash, check, credit card, stock.)
5. Enter the **Gift Date**.
6. Enter the **Total Amount Donated**. (gifts less than $25 are not eligible for a match)
7. Enter the **Tax-Deductible Value of your Gift**.
8. Enter the **Classification of Organization Supported**. A link is provided with details on the Gift Types and their descriptions.
9. Enter a **Designation** to specify a specific department or school the gift is intended for.
10. Chose an option to describe the **Program Funded**.
11. Answer Yes or No to **Disaster Gift** if the gift is for disaster relief effort.
12. Read the **Confirmation of Matching Gift Agreement** and if you agree, check the **I Agree** box in order to **Save and Proceed** button with the request.

![Donor Matching Gift Information](image)

**Review Information**
Please review your gift information. If you need to change any of the information, please select the "make a change" button. Clicking the Submit button will bring you to the Nonprofit confirmation instructions.

**THE RED SOX FOUNDATION INC**
4 YAWKEY WAY
BOSTON, MA 02215-3409
E-mail Address: rmochizuki@redsox.com
Website Address: [http://www.redsoxfoundation.org](http://www.redsoxfoundation.org)
U.S. Tax ID/EIN: 331007984

**Donor Matching Gift Information**

*Gift Payment Method* Cash

*Gift Date* 03/15/2017

Total Amount Donated $25

*The Tax Deductible Value of your Gift* $25.00

Classification of Organization Supported (7) **COMMUNITY DEVELOPMENT**

Designation
Disaster Gift No

*Confirmation of Matching Gift Agreement: I Agree

[Submit] [Make a Change] [Return to Home Page]
13. On the confirmation page, review the matching gift information.
14. Choose **Make a Change** button to return to the previous step or choose **Submit** to send in your donation.
15. After choosing **Submit**, you are presented with the Nonprofit Confirmation page.

16. Here you can print out a copy of the donation for your records with **Print a Copy for Your Records** button.
17. You also need to either:
   a. Select the **Email Nonprofit Confirmation Instructions** button if you have the email address of a contact at the organization, or:
   b. Use the **Print Nonprofit Confirmation Instructions** to print a copy of the instructions and physically mail the confirmation to the organization.
18. After completing this step, you may exit the screen and wait for an email response from Chubb Matching Gifts about the status of your contribution.

**Donor Balance**
This includes the total number of match request transactions.
Once you have reached the maximum match limit for the year, you will see the Employee Giving Balance below as $0.00.

Your Previous Years’ Balance
Here you can see your giving balance from the previous year, number of transactions and total match amount.

Pending Matching Gifts
This section shows your history of previously submitted match requests and their current payment status.
If your organization has not yet confirmed their gift, please click into the gift link (the *Description* field) and email or print the receipt to the organization.

**Matching Gifts Giving History**

Your history of previously submitted match requests and their current payment status are displayed. All gifts here have been confirmed, Paid or scheduled for payment.

**What Does My Status Label Mean?**

**Contribution has not been verified by the organization.** - Your nonprofit has yet to confirm your donation in the portal. You can always resend them the confirmation instructions via email or mail by clicking on your specific gift in the Description Category.

**Contribution has been verified but not yet paid.** - Your gift has been verified by your nonprofit and approved by Chubb’s Global Corporate Giving department. It will be paid out after the quarter closes.

**Contribution has been rejected.** - Your gift cannot be matched by Chubb. Please contact [Mori Colon](#) if you require more information

**Matching funds of $ have been Paid.** - Your gift has been paid out to the nonprofit.
Viewing your Gift History

- On the home page, choose the History image or Historical Matching Gifts from the navigation bar at the top of the screen.

Your history of previously submitted match requests and their current payment status are displayed. Click on the Create New link in the Action column to create another match request for the same organization. If your organization has not yet confirmed their gift, please click the gift link and email or print the receipt to the organization.

Viewing the Program Guidelines

1. On the home page, choose the Program Guidelines image or Program Guidelines from the navigation bar at the top of the screen.
2. The Program Guidelines page describes the eligibility requirements for the Chubb Matching Gifts Program.