

Submit a Gift Match Request

After the Boeing employee or retiree first makes a tax-deductible contribution directly to an eligible non-profit organization; the following steps must be completed by the donor to properly submit a Gift Match request:

Step 1	<ul style="list-style-type: none"> Go to the GIVE Site: give.boeing.com or TotalAccess-->Life & Community--> Community Giving - GIVE -->Gift Match. This will take you to the gift match home page For eligible non-profit organizations in the US, click the United States tab, enter the name and state or the non-profit or just their tax id in the search window along with selecting the type of gift match request (cash or volunteer) For eligible non-profit organizations outside the US, you may review the list of approved organizations on the International tab, then select the type of gift match request (cash or volunteer) Once you find and select the non-profit organization from the search results, click Select
Step 2	The gift match request form will appear, enter the gift amount, type of gift, date of the gift and be sure to read all certifications before checking each box. When all fields are completed, click Save and Proceed
Step 3	The read only view of the gift match request you just completed will appear, you will have the ability to review or go back to edit the match request. When you are ready, please be sure you click Submit
Step 4	The registration page will appear, you can record or print this page with the assigned Gift Match Request ID# for your records

* Gifts made within the calendar year must be registered by the donor by the following January 31 of the following year (example: gifts made in 2015 must be registered by January 31, 2016).

Note that gifts may also be registered by phone using a valid BEMSID by calling TotalAccess at 866-473-2016. Please have the gift information including amount, organization name, and date available.

Non-profit Confirmation

Step 1	The recipient organization will receive an e-mail with a link and instructions to confirm the match request
Step 2	The organization must log in and confirm receipt of a monetary gift or volunteer hours within 30 days of registering the gift
Step 3	Once confirmed by the organization the match request status will be updated to "Pending" until the end of the quarter payment review and process is completed

NOTE: Recipient organization must also confirm compliance with eligibility criteria and program guidelines upon logging into the system. If the non-profit does not confirm the gift within 30 days, the gift will be declined, however, this does not deem the gift ineligible. An employee may submit a new gift match request for the same gift but it is advised to make sure the non-profit confirms the gift within the 30 day window.

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