



CSR – EMPLOYEE MATCH: CHECK REQUEST FORM

Erickson Retirement Communities supports our employees’ charitable endeavors. We have a particular emphasis on groups that address the issues of successful aging, expanded education and strengthening communities. Additionally, Erickson encourages its employees to support our national Mission Partners.

Erickson will match an employee’s contribution to any eligible 501(c)3 organization. Eligibility will be based on providing community assistance in the areas of education, day care, health care, arts and culture, housing or food distribution. Contributions to churches, synagogues, or other religious organizations will be permitted to the extent that such contributions will be used to fund such programs listed above (soup kitchens, transitional housing, mentoring, etc.) Erickson will **not** match your weekly giving or contributions made to building funds or religious outreach. Political organizations are ineligible to receive this benefit.

Erickson Retirement Communities or its representatives reserve the right to decline a request for contribution for any reason.

Before sending this form to be processed, please ensure it is fully completed, as missing information can delay the process. Forward the completed form, along with any backup documents, to **Joe Harsel, Corporate Social Responsibility at 813 Maiden Choice Lane**. If you have any questions or need assistance, please contact Joe (600-2212/410-402-2212) or Carolyn Banks (600-2191/410-402-2191).

Note: This form was created in Word, Table Format. To put an **X** in a box below, double-click on the box and choose “checked.” See page 2 for assistance completing this form.

Requested By: _____ Extension: _____

Campus/Department: _____

Employee E-Mail Address for Verification of Check Request Receipt: _____

Amount Requested: \$ _____

Date Requested: _____

Date Needed: ASAP

Payable to: Eagle’s Trace, Inc.

Documentation Attached:

Receipt or Proof of Contribution

HR Director Approval

Send Check To (full address/do not include address if picking up): Will Pickup Check Interoffice Mail To:
Eagle’s Trace, Inc. c/o Guaranty Bank
Attn: Carlos Escamilla
14703 Eagle Vista Drive
Houston, TX 77077

I understand that in order for my not-for-profit to receive the matching contribution from Erickson, I will need to send them the **CSR Not-for-Profit Verification Form** to fill out.

Employee Signature | Print: _____

Verified/Approved: _____ Date: _____

Print Name: _____

Date	Account Type	Contribution Amount	-For Official Use Only-
	Emp Match Time Contribution	\$	10190111.68500.[7010]C
	Emp Match Money Contribution	\$	10190111.68500.[7020]C
	Emp Match Board Contribution	\$	10190111.68500.[7010]C
	Additional Campus Contribution	\$	___/___/___,68500.[7000]

CSR Approval: Joe Harsel, Director of Corporate Social Responsibility