## 🕷 Habitat for Humanity®

Chicago

**Online:** All donations should go through your personal or team page at chicagowomenbuild.org.

**Offline:** If you receive checks or your donors prefer not to give online, please make checks out to Habitat for Humanity Chicago and mail to\*:

Habitat for Humanity Chicago ATTN: Women Build 1100 W Cermak Rd. Ste. 404 Chicago, IL 60608

\*Include your name in the memo line so we can credit the donation to you. You should see the funds allocated to your page within 10 days of receipt. If you do not, please email <u>events@habitatchicago.org</u> with the donation date, amount, donor first name, donor last name, and to whom the gift should be credited.

**Reallocating contributions:** If someone meant to donate to you, but the gift went to the wrong page, please contact events@habitatchicago.org. Include donation date, amount, donor first name, donor last name, and to whom the gift should be credited.

**Matching gifts:** Thousands of companies have Matching Gift programs that double or even triple individual contributions made by their employees, retirees and even spouses of employees. Check with your employer's Human Resources department to see if and how you can have your gifts matched. If you need a form filled out to complete your match request, please email us at events@habitatchicago.org.

**Additional information for donors:** A tax receipt will be mailed to all donors upon receipt of the donation. Habitat for Humanity Chicago's Tax ID/EIN is 46-0494889.

Please note: a gift cannot be credited to your fundraising page until it is received by Habitat Chicago. If a donation is received after the October 13<sup>th</sup> deadline, it will not count towards your fundraising minimum or prize level.