

TOYOTA

DEALER MATCH PROGRAM

Dealer Match User Guide



DEALER MATCH PROGRAM

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Introduction

Total Time: 5 minutes

Dealer Match Program Guidelines Introduction

Toyota is pleased to continue the Dealer Match Program. The program will be capped at **\$5 million**. This will allow us to stay within budget guidelines. All other dealer criteria remain the same. The match request will be honored on a first-come, first-served basis until the \$5 million cap is reached.

Contribution Amount:

A maximum of **\$10,000** will be matched, per dealer. Contribution matches must be a **minimum of \$1,000** and can be matched at any dollar amount over that until your match cap is reached.

The dealer's gift may be greater than the match amount requested, but not less than the amount requested. **Example:** You may make a contribution for \$4,000 and request a match for \$2,000, but you may not request a match for \$5,000 in this scenario.

The Process: Dealer makes a cash contribution (no in-kind allowed).

Dealer applies online, providing brief information about the charity. Charity will be vetted by a third party to confirm the charity meets the basic guidelines. Upon confirmation, dealer and charity will be notified via e-mail to formally apply online to the Dealer Match Program. Within the e-mail notification, there will be a link directing the charity to a site to apply for the match.

Upon final approval, the dealer and the charity will be notified of approval and a check will be sent to the charity, copying the dealer. If for any reason the charity is not approved, dealer will be notified by Toyota with full details.

For additional program information, please refer to the [Dealer Match FAQ](#).

Qualifying Nonprofits

Dealers may nominate the nonprofits of their choice within the following guidelines:

- Must have an IRS approved 501(c)3 status.
- Must be a tax-deductible donation.
- Must be located in the dealership's local community or PMA and must distribute the funds in the same local community.
- May not discriminate based on race, color, religion, sex, or national origin.
- May not serve their own membership exclusively (such as fraternal and religious groups).
- May not be an organization that accepts vehicle donations in lieu of cash donations.
- Must be a donation directly to the local charity (not through a 3rd party charity organization).
- May not be an organization that accept funds on behalf of another IRS approved organization. (Local United Ways are allowed.)
- May not be a charity or foundation created and/or administered by dealership personnel and/or their immediate family.
- May not be an in-kind donation (i.e. a Toyota/Lexus vehicle).

Additionally, if it is a Private Foundation or a Community Foundation, it may be subject to further review. Please contact causes@benevity.com if you are unsure of your organization's eligibility.

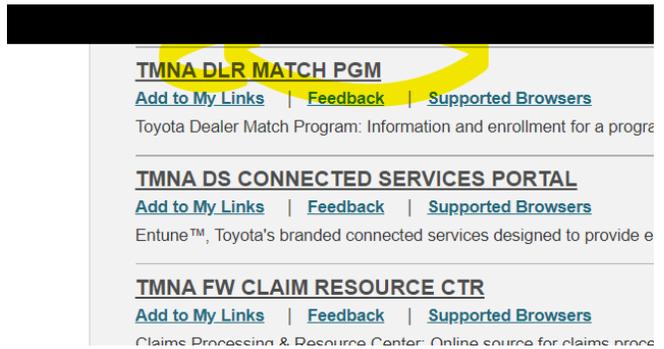
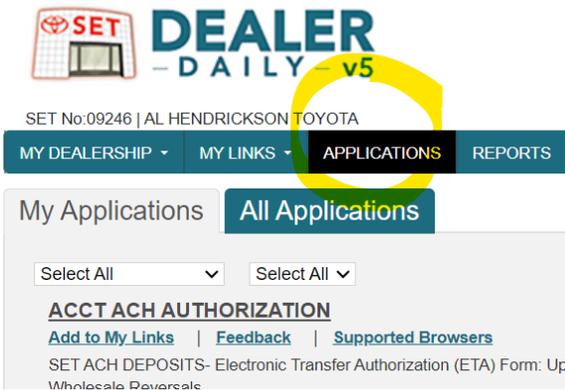
How to Access Dealer Match

Total Time: 1 minute

- Step 1** Log into Dealer Daily 356.
- Step 2** Click **Dashboard** at the top left corner.
- Step 3** Select **Info** from the drop-down menu.
- Step 4** Select **Toyota Dealer Match** or **Lexus Dealer Match**.

Note: SET Dealers, use the steps below.

- Step 1** Click **Applications**.
- Step 2** Click **TMNA DLR PGM**.



Submit a Dealer Match Request

Total Time: 3 minutes

Step 1 Click **Donate Now** on the Dealer Match homepage.

Note: You may also use the **Find nonprofits** search box to search for a cause and then click **+ Request A Match** on the causes page.

Step 2 **Search for the cause** you wish to request a match for. You may search by cause name or **Tax ID**.

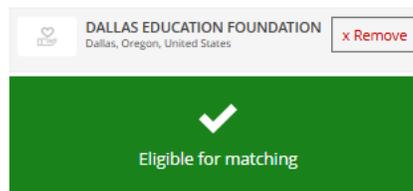
Search for the cause

No cause attached

Enter the cause name or keywords

Step 3 Click **+Add**, once you find the correct organization. **Read all of the information in blue at the top of the page.**

Note: The cause must be **Eligible for matching** as shown below.



Maximum amount of attachments reached.

Step 4 **Enter the amount** you are requesting to match for your donation.

Note: The minimum match request is **\$1,000**. The amount that will be matched for your request will be displayed in **green**.

Donation details

Donation Amount in USD *

Your estimated match in USD

Step 5 Click the **Calendar icon** to select the date of your donation to the cause.

Donation date (YYYY-MM-DD) *

2025-03-13 

Step 6 Click **Next: Confirm Match Request**.

Note: You may use the **Comments for cause** box to send a message to the cause.

Next: Confirm Match Request

Step 5 Click **Submit Match Request**.

Note: After submitting successfully, you will see a green checkmark. Click the **Toyota and Lexus** icons in the top left corner to return to the homepage.

NEW MATCH REQUEST

DALLAS EDUCATION FOUNDATION

Please Confirm Your Donation

Donation Amount
\$1,000.00

Estimated Match
\$1,000.00

Comments for Charity
No comments entered

[Make changes to this donation](#)

Please Confirm Your Donation: By making this submission, I confirm that the above information is accurate and complies with my company's rules and guidelines for giving and/or volunteering.

[Submit Match Request](#)

Your Match Request has been sent successfully.

When your Match Request has been processed you will be notified via email.



Cause Name	DALLAS EDUCATION FOUNDATION
Donation Amount	\$1,000.00
Your Estimated Match in USD	\$1,000.00

- > Request another Match for DALLAS EDUCATION FOUNDATION
- > Make a new Match Request
- > Check the status of your Match Requests



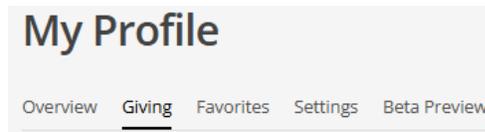
Check the Status of a Match Request

Total Time: 2 minutes

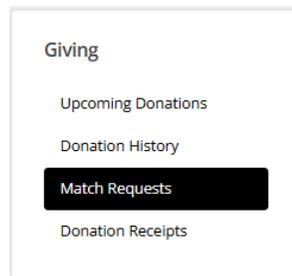
Step 1 Click **View Profile** > on the Dealer Match homepage.



Step 2 Click **Giving**, on the My Profile page.



Step 3 Click **Match Requests**, to view your requests and their status. Status definitions below.



My Match Requests

This section contains a record of all your submitted external match requests and their corresponding approval details. For more information about approved match requests, see your [Donation History](#).

[REQUEST A MATCH NOW](#)

Cause Name	Submitted	Reviewed	Status	Actions
SANTA CLARA DOG TRAINING CLUB	Feb 20, 2025	Feb 20, 2025	Approved	
TO LOVE A CANINE RESCUE INC	Mar 14, 2025	Mar 14, 2025	Declined	View Note
Guide Dogs For The Blind	Mar 14, 2025	Pending	Queued	Edit ▾

Status Definitions: Queued: *Submission has been received successfully and is awaiting review and approval from your administration team.*

Approved: *Submission has been reviewed and approved. Your match will be disbursed in the following month after it was approved.*

Decline: *Submission has been reviewed and has been declined. Please review any notes provided by your administration team as to why the submission was declined.*

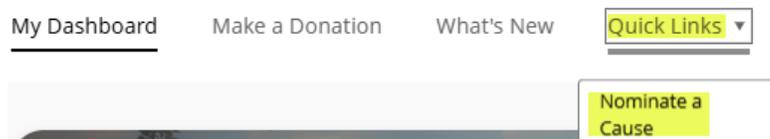
Nominate a Cause

Total Time: 2 minutes

Note: This process is to nominate a nonprofit to become eligible for Dealer Match. Qualifying nonprofits will need to sign Toyota's Non-Discrimination Policy and meet all [program requirements](#).

Note: If your nonprofit is approved, you will then need to [Submit a Dealer Match Request](#).

Step 1 Hover over **Quick Links** on the Dealer Match homepage, then click **Nominate a Cause**.



Step 2 Complete the **Organization details** page.

Note: Government ID field is not required. Inform the owner of the **contact email address** you enter to expect an email from Benevity, not Toyota or Lexus.

Step 3 Complete the **Your details** section, if you would like to *track the status of your nomination*.

Step 4 Select the **first two checkboxes** under **Reason for Nomination**.

Reason for Nomination
Select all that apply

Donate to this organization

Receive a donation match to this organization

Step 5 Click **Nominate a Cause**.

Nominate a Cause

Get Help with Dealer Match

Total Time: 3 minutes

Step 1 Click **Help** on the Dealer Match homepage.

Note: If you cannot resolve your issue using the Help articles, proceed to **Step 2**.

Step 2 Scroll to the bottom of the page, click ***"I'm having difficulties using the site, where can I get help?"***.

[★ I'm having difficulties using the site, where can I get help?](#)

Step 3 Click **submit a request**.

If you can't find the answer you're looking for, [submit a request](#). We are happy to help!

Step 4 Complete the **Submit a request** page.

Step 5 Click **Submit**.

SUBMIT

Step 6 Click **Submit Support Request**.

Add a Cause to Your Favorite Nonprofits (Homepage)

Total Time: 5 minutes

Step 1 Use the **Find nonprofits** search box to search for a cause.



Kids in Need Foundation ×

Step 2 Click **Search**.



Step 3 Click the correct cause.



KIDS IN NEED FOUNDATION

... The Kids In Need Foundation, a national 501(c)(3) charitable organization founded in 1995, has distributed nearly \$900 million in school supplies, directly benefiting 5.4 million students ...

Roseville, MN, United States

Matching Offer

Step 4 Click **Favorite**.



Note: The cause will now appear in the **My Favorite Nonprofits** section on your homepage.

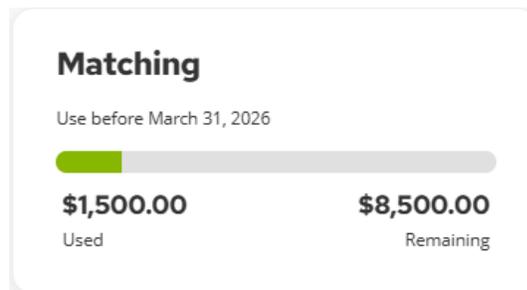


How to View Your Dealer Match Balance

Total Time: 1 minute

Step 1 On the Dealer Match homepage, view the **Matching** section.

Note: The Used amount reflects match requests you have submitted, not just match requests that have been approved.



Toyota Dealer Match Training videos are available [here](#).

Lexus Dealer Match Training videos are available [here](#).

For additional questions or concerns, please contact dealermatch@toyota.com and allow a grace period of up-to three business days for a response.