BAKER HUGHES FOUNDATION

MATCHING GIFT APPLICATION FORM

Part

To be completed by Baker Hughes Incorporated contributor and mailed to the nonprofit organization (Please print or type):

Certification of Contributor: I hereby certify that the above gift is a voluntary contribution from my own resources and is not a gift or loan from any other person or organization; my gift is not part or all of any tuition payment; I do not expect any benefit, monetary or otherwise, to be given to me or any other person or organization named by me; my gift is not intended to service any religious or political purpose whatsoever.

Donor's Name:				
LAST		FIRST		MI
Business Number: ()	ext	Hom	e Number: ()	
Street Address:	City:		State: Zip: _	
Form of gift (check one)	☐ On-Line - Credit/Deb	it Securitie	s Date of Payment:	
Enclosed is my personal gift in the amount of:	:	*	share of)
*Cash or market value of securities as of d	late of gift. Minimum o	lonations are \$1	00. BHI Location:	
The Baker Hughes Foundation may at its disc above-named organization and/or the use suc				ng the purpose of the
Signature of Contributor:			Date:	
To be completed by the nonprint Baker Hughe The Foundation must receive this verification remaining in the pool, matches will be made of	es Foundation, P.O. Bo	x 3045, Houston	n, TX 77253-3045 Dyee's gift. Since matching is a	
Legal Name of Nonprofit Organization:				
Business Number: ()	ext	EIN	Number:	
Street Address:		City:	State:	Zip:
Name of accrediting organization (if applicable	e):			
Amount of Gift: Date of Gift:	In form of:	Cash/Check	☐ On Line - (Credit/Debit)	☐ Securities
I hereby verify the receipt of the gift described in not discriminate on the basis of race, sex, color, of the United States Internal Revenue Code; we from any other person or organization; the gift otherwise, to be given to the donor or any other purpose whatsoever.	or creed; contributions to the believe the gift is a voluntary is not part or all of any to	nis organization are ary contribution fron uition payment; the	tax deductible under Sections 5 n the donor's own resources and e donor does not expect any b	01(c)(3) and 170(b) I is not a gift or loan enefit, monetary or
Name of person holding fiduciary responsibility	ty:		Title:	
Authorizing Signature:			Date:	
☐ Enclosed is a copy of IRS 501(c)(3) le	tter verifying tax exen	npt status for th	e organization as part of t	he requirement for

qualifying for matching funds (not applicable to accredited colleges, universities, and related educational institutions).

P.O. boxes or similar addresses cannot be accepted and may disqualify organization for receipt of matching funds.

Baker Hughes Foundation

Matching Gift Program

Baker Hughes Incorporated recognizes the many important public and civic services provided by nonprofit organizations and the importance of the Company partnering with its employees as they choose to provide assistance to these organizations.

Recognizing this, the Baker Hughes Foundation has established a matching gift program-a pool of funds, which may vary in amount from time to time.

Eligible Donors

Eligible donors are: (1) All active, full-time employees currently employed on the U.S. payroll and active full-time U.S. nationals on international assignments and (2) All active, part-time regular working 20 hours or more employed on the U.S. payroll as determined by the SAP Payroll System.

Fligible Contributions

Effective January 1, 2004, Baker Hughes Foundation began matching \$1.00 for every \$1.00 for contributions made by **a single** eligible donor in the form of cash, on-line credit/debit, check, or publicly-traded securities within **certain** limits. **Following are the current limits:**

Minimum Gift: \$100 (per donation)

Maximum Gift: (Per calendar year)

- \$1,000 per employee
- \$2,500 per employee on the executive payroll
- \$25,000 per Executive Leadership Team (ELT) member

Distribution: Contributions are matched continuously up to the maximum annual budget established for the year by the Baker Hughes Foundation Trustees. **Note that employees CANNOT aggregate donations from more than one source.**

Eligible Organizations

All institutions must be located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt under Section 501(c)(3) of the IRS Code. Eligible categories include, but are not limited to, the following areas:

Education

- Degree-granting two-year and four-year colleges and graduate schools that are accredited by one of the six nationally recognized regional accrediting commissions.
- Pre-collegiate schools grades K-12 that are accredited by one of the six nationally recognized regional accrediting commissions or by one of the affiliates of the National Association of Independent Schools.
- Pre-school programs that are affiliated with an accredited school or have a license.
- Public schools.
- Foundations receiving funds for public or private schools or school districts.

Arts and Culture

Includes arts education; dance companies; opera companies; historical societies; neighborhood art centers; orchestras; libraries, museums; community or other theater groups; musical performing groups; public radio and television broadcasting; and historic architectural restoration projects. Note: The Foundation will not pay the cost of any memberships.

Community Services

Community agencies, public charities, and similar groups that provide services such as nutrition, housing, clothing, job training, family counseling, economic revitalization, relief efforts, and the like.

Health Care

Public charitable health agencies, public and private short-term nonprofit hospitals accredited by the Joint Commission on Accreditation of Hospitals, local health organizations, medical research centers and other related organizations.

All matching gift requests for the prior calendar year must be received by the Foundation no later than February 14 of the current calendar year.

Gifts Ineligible for Matchine

- Organizations not recognized by the Internal Revenue Service as a charity having tax-exempt status under Section 501(c)(3) ruling, such as fraternal, social, trade or political organizations, chambers of commerce, and professional membership societies.
- Private schools that are not accredited by one of the six nationally recognized regional accrediting commissions or one of the affiliates of the National Association of Independent Schools.
- Religious organizations or programs aimed at propagating a particular faith or creed, or programs that are otherwise religious. This includes gifts to fulfill tithes, pledges, or other church-related commitments. Programs that operate under the sponsorship of a religious organization that are separately incorporated as independent, non-religious, tax exempt organizations are eligible.
- Dues or gifts to alumni groups which are not distributed to the eligible higher education institution.
- Amounts payable as dues, subscription fees for publications, ticket or merchandise purchases.
- Insurance premium payments.
- Real or personal property (i.e. gifts in kind, except marketable securities).
- Payments that cover the cost of services, tuition, books or student fees.
- Unpaid pledges.
- Bequests.
- Donations to organizations that discriminate on the basis of race, sex, color, creed, or other illegal categories.
- Gifts made with funds provided to the employee for donation purposes by other individuals (i.e. pooled/ group funds such as for a walk-a-thon).
- Programs aimed at promoting a political candidate.
- Groups which address issues by means of adversarial and confrontational tactics
- Gifts to a charitable gift fund, such as Fidelity Charitable Gift Fund, or a family fund, family foundation, or other private foundation.

Procedure

Employee: Fully complete and sign Part I of this form and mail the entire brochure, along with your contribution, to the eligible institution of your choice.

<u>Organization</u>: Complete and sign Part II of the form and return the completed form to Baker Hughes Foundation Matching Gift Program.

Proof of tax status is required the first time matching funds are requested. Please enclose a copy of the current Section 501(c)(3) IRS exemption letter, including your Employer Identification Number (EIN). Government agencies such as public schools and community libraries should submit a copy of the law under which they are established, or a comparable document.

Completed forms must be received within 45 days of the date of the contributor's gift. Foundation checks will be issued continuously with available funds. The donor's annual limit is based on the date of the gift. Faxed or photocopied signatures are not acceptable.

After verification that the institution qualifies, the Baker Hughes Foundation will forward a check to the designated agency. Contributors will be notified only if a gift is ineligible for matching.

Baker Hughes Foundation

Telephone: (713) 439-8662 Fax: (281) 582-5859

The Baker Hughes Foundation reserves the right to modify or discontinue the program at any time. The Foundation determines the eligibility of organizations and gifts, and its decisions are final. The Foundation may periodically verify donors and recipient public charities as a matter of standard practice.

December 2013