



# Matching Gifts Program Guidelines

The DCP Midstream Matching Gifts Program is designed to encourage personal financial support for the betterment of society by directing a greater portion of the company's contributions to those organizations in which employees have a particular interest. To maximize the impact, DCP Midstream matches, dollar for dollar, donations of \$50 or higher made by eligible participants, up to \$5,000 per eligible donor per calendar year to qualifying organizations. DCP Midstream reserves the right, in its sole and absolute discretion, to refuse payment of a matching gift to any nonprofit organization, if they believe or determine that such organization's actions or values are not aligned with the company's business or philanthropic goals.

### WHO CAN PARTICIPATE?

- Full-time employees who have worked at least 30 days.
- Part-time employees who have worked for at least one year with the company.
- Officers of DCP Midstream
- Gifts from Spouses or Survivors are not eligible.

### WHICH INSTITUTIONS QUALIFY TO RECEIVE MATCHING FUNDS?

An eligible organization for the DCP Midstream Matching Gifts Program must adhere to all of the following:

- Be located in the United States
- Be recognized by the U.S. Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS code or an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the IRS Code.

### WHAT CONTRIBUTIONS ARE ELIGIBLE?

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$50.
- The maximum amount matched per employee per year is \$5,000.
- Gifts must be personal contributions made directly to approved institutions.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of cash, check, or credit card
- The U.S. nonprofit organization must also fall into one of the following categories: colleges and universities, private and public elementary and secondary schools, educational foundations, arts and culture, medical disease research, nonprofit hospitals/hospices, libraries, public radio/television, civic and environmental.

### WHAT GIFTS ARE NOT ELIGIBLE FOR MATCHING?

- Any contribution that results in a personal benefit or privilege to the donor, the donor's family or anyone designated by the donor.
- Gifts for building construction or maintenance.
- Gifts to a Parent Teacher Association (PTA), Parent Teacher Student Association (PTSA), Parent Teacher Organization (PTO), Parent Advisory Council, booster club, community foundations or similar organizations.
- Donations to athletic funds, athletic foundations, athletic facilities or athletic scholarships.
- Alumni(ae) dues or dues for similar groups.
- Tuition payments, contributions made in lieu of tuition or fees, tickets, dues, meals, parking or other benefit.
- Subscription fees for publications.
- Gifts of real estate or personal property.
- All gifts to religious organizations (including outreach and secular programs).
- Contributions made from money given to the donor by a third party with the understanding that the donor would make a contribution to a specific institution or cumulative gifts from several individuals reported as one contribution.

- Bequests; life income trust arrangements; any gift that restricts the immediate use of funds by the U.S. nonprofit.
- Insurance premiums.
- Gifts or payments for primarily political or religious purposes.
- Membership dues for which benefits are received.
- DCP Midstream does not match Charitable Remainder Trusts. The company does not match gifts in which the recipient organization does not have immediate use of those funds from the donor.

### HOW THE PROGRAM WORKS

The employee should:

- Complete Part 1 of the form.
- Mail the original form, with the donation and any other necessary documentation, to the institution of your choice that meets the criteria listed in the guidelines. (Faxed copies will not be accepted.) The matching amount provided by DCP Midstream will be designated for the same use as the original gift. If there is no designation, the matching gift will be undesignated.

The recipient organization should:

- Complete Part 2 of the original application form.
- The authorized officer of the charity must verify the donation, sign the application and return the original form to the DCP Midstream Matching Gift Program, P.O. Box 8327, Princeton, NJ 08543-8327.

All matching gifts will be made in U.S. currency. Eligible gifts are processed and matched to institutions on the following quarterly schedule.

Forms Received by:	Matching Gifts Paid by (approx.):
January 1	January 31
April 1	April 30
July 1	July 31
October 1	October 31

### IS THERE A TIME LIMIT FOR MATCHING MY GIFT?

Gifts must be registered within one year of the date of payment by cash, Check or credit card. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched.

For more information, please contact the Matching Gifts Program via phone at 1-866-567-9133 or via e-mail at [dcpmidstream@easymatch.com](mailto:dcpmidstream@easymatch.com).

DCP Midstream reserves the right to suspend, change, revoke, or terminate this program at any time. No obligation to any recipient organization is imposed upon or accepted by DCP Midstream by reason of the matching gifts program.



# Matching Gifts Program Request Form

## INSTRUCTIONS

### Donor:

- Complete Part 1 of this form — one for each gift. *Please print or type.*
- Send the form with your contribution to the recipient organization.

### Recipient Organization:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- If this is your first matching gift request to the DCP Midstream Matching Gift Program, enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary purpose if you are a U.S. nonprofit.
- Forward form to the address printed below.

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PART 1 - DONOR SECTION	PAR	PART 2 - RECIPIENT SECTION
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DCP Midstream Employee ID Number

Employee Name

Home Address

City/State/Zip Code

Business Telephone, including area code

E-Mail Address

Exact Date of Gift

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Amount of Gift (min \$50)**      **Amount of Match Requested (min \$50)**

### PLEASE CHECK ONE OF THE FOLLOWING:

- Employee  
 Officer

### Type of gift: Please check one:

- Cash    Check    Credit Card    Stock/Securities

Name of Organization

City/State /Zip Code      Country

Designation or Purpose (if any)

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I certify that this contribution does not represent payment for tuition, services or other personal financial obligations. I certify that this total is my own personal contribution only and not the result of a third party or group donation. I further certify this contribution is not in support of an athletic fund, foundation, facility, or scholarship. I have read and understood the guidelines of the DCP Midstream Matching Gifts Program.

Employer Identification Number (EIN)

Organization Name

Address

City/State/ZIP      Province/Postal Code      Country

Telephone, including area code      Fax, including area code

E-Mail and Web Site Addresses (if any)

Date Received

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Amount of Gift**      **Tax Deductible Gift Amount**

I hereby certify that this organization/program meets the eligibility requirements of the DCP Midstream Matching Gifts Program, and that neither the donor nor DCP Midstream will derive any personal material benefit from this gift or match.

Authorized Officer's Name/Title (please print)

Signature of Authorized Office      Date

Employee Signature      Date

**MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:**  
 DCP Midstream Matching Gifts Program  
 P.O. Box 8327  
 Princeton, NJ 08543-8327  
 Phone: 1-866-567-9133  
 E-Mail: [dcpmidstream@easymatch.com](mailto:dcpmidstream@easymatch.com)