

Section 1 – To Be Completed by Donor (Employee)

Employee's Name * _____

Office location and phone * _____

Name of Recipient Organization * _____

Donation Amount (\$25 Min.) * \$ _____ Date of Donation * _____ / _____ / _____

Donation Made By * **Check** A copy of my check is attached Yes No *

(Select one and attach documentation) **Credit Card** My credit card receipt is attached Yes No *

Stock My brokerage statement is attached Yes No *

Fair Market Value of meals, tickets, entertainment, property, goods, publications or services you received in exchange for this donation. *If none were provided, please write "None".* * \$ _____

"I certify that at the time of this gift, I am an eligible participant. This gift is solely my personal contribution, it meets the requirements as stated on this form and this donation is not a restricted gift as defined in Section 3 of the Matching Gift Request form."

Signature of Donor (Employee) * _____ Date * _____

Section 2 – To Be Completed by an OFFICER of the Recipient Organization

Name of Organization * _____

Contact Name and Title * _____

Mailing Address * _____

City, State and Zip Code * _____

Telephone Number * _____

Federal Identification Number * _____

Email Address & Website * _____

Name of Donor * _____

Date Donation Received * _____ / _____ / _____ Total Amount Received * \$ _____

Donation Received in the Form of (documentation is attached): * **Check** **Credit Card** **Stock**

Has this donation been, or will it be, matched by another organization or company? * <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you attached the current IRS 501(c)(3) Determination Letter? * <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you provide meals, tickets, entertainment, property, goods or services to the donor in exchange for this donation? If yes, provide a description and the fair market value. * <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	Did the donor designate this gift for a specific use, purpose or program? * <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a description.* _____

"I certify that the above gift was made solely by the above named donor and has been received by this organization and that it represents the gift of one person only. The gift will support the primary objectives of this organization, which is classified as a tax-exempt 501(c)(3) organization or public school. I further certify that this gift and use of the matching gift meets the terms and conditions outlined in Section 3 of this form, and I agree that this organization is bound by the terms of the program, including EOG Resources' right to audit this organization's records pertaining to this gift and its use. A copy of the current IRS determination letter and accreditation certificate, if applicable, are enclosed and remain in full force and effect."

Signature of the Organization's Certifying Officer * _____ Date * _____

* This field is required. Failure to fill out this form completely and send the required documentation could result in a gift not being matched. Revised 09/2014

Section 3 – Program Information

Annual Limitation

The Management of EOG Resources, Inc. encourages employees to give to charitable organizations. As incentive, EOG Resources will match qualifying donations (minimum \$25), dollar for dollar, up to \$75,000 annually per eligible participant. The annual limitation is on a calendar year basis and cannot be applied to past or future year(s). Qualifying gifts are matched in the order received.

General Information

The EOG Resources' Matching Gifts Administrator must receive the completed Matching Gift Request form within 90 days after the donation is made. Your donation will be matched as soon as administratively possible. **Failure to fill out this form completely and send the required documentation could result in a gift not being matched.**

Eligible Participants

All regular full-time and regular part-time employees and outside directors of EOG Resources, Inc.

Eligible Recipient Organizations

1. Any organization recognized by the Internal Revenue Service as tax-exempt under section 501(c)(3) of the Internal Revenue Code (except as restricted below)
2. Accredited degree granting colleges, junior colleges and universities (academic programs only)
3. Accredited secondary, middle and primary schools (academic programs only)

Donor/Employee Instructions

1. Read "Section 3 – Program Information".
2. Complete Section 1. Please print or type. All items noted with an asterisk "*" are required. Failure to fill out this form completely and send the required documentation could result in a gift not being matched.
3. Send both pages of this form, your check, a copy of your check, credit card or online donation receipt, or securities and brokerage statement (showing the sale/transfer of the stock) to the recipient organization. All documents, except the copy of your check, must be originals (i.e. copies are not acceptable).
4. The recipient organization will complete Section 2 and return the completed request to the address below.

Recipient Organization Instructions

1. Read "Section 3 – Program Information".
2. Complete Section 2. Please print or type.
3. Send both pages of the **original**, completed form and
 - A copy of the donor's check or credit card confirmation.
 - A copy of the organization's **current** determination letter issued by the IRS designating the organization as federally tax-exempt under Internal Revenue Code section 501(c)(3). The following do not fulfill this requirement: Copies of "Sales and Use Tax Exemption Certificates", Form W-9 "Request for Taxpayer Identification Number and Certification" or any documentation not issued and signed by the Department of Treasury.
 - For gifts of stock, a copy of your brokerage statement showing the **receipt** of the stock, a description and the transfer date.
 - Educational institutions must enclose a copy of their accreditation certificate.
4. Send all **original** (copies will not be accepted) documents to:
Teresa Kaplan
Matching Gifts Administrator, EOG Resources, Inc.
P. O. Box 4362
Houston, Texas 77210-4362

Restrictions

EOG will not match gifts to/for:

- Any organization or institution that is not tax-exempt under section 501(c)(3) of the Internal Revenue Code and does not maintain its own separate bank account
- Churches, synagogues, temples or any religious organization
- Any organization or program whose primary purpose is to further religious causes; or any organization or program religious in nature
- Fulfill a tithe, membership, other church-related financial commitment or youth program
- Tuition, books, fees or payments made in lieu of such expenses
- A school, college or university that will be used for capital campaigns or any purpose other than educational purposes
- Athletic or sports programs, including athletic scholarships, stadium construction or any athletic-related activity
- A PTA, PTO, Parents' Fund or a Booster Club
- Purchase or reserve tickets or seating for athletic or cultural events
- Purchase raffle tickets or auction items
- Gifts of real estate, personal property (except securities traded on a major exchange) or items purchased for or on behalf of any recipient
- Fraternity dues, sorority dues or class dues
- Bequests under a will
- Organizations not located or not operating in the United States or a U. S. territory
- Made with funds provided to an eligible EOG employee by other individuals or groups (i.e. cumulative gifts from several individuals reported as one donation)
- Political or lobbying organizations and political action committees
- Fulfill a pledge, a promise to pay or to make future payment
- Fund trips, travel, meals, lodging and/or entertainment expenses
- Directly benefit a named recipient or restricted use by a designated individual

EOG will not match:

- Cash donations of any amount, donations for less than \$25 or non-cash donations of any amount. A non-cash donation is a donation of any item(s) to an organization, directly or indirectly, other than a donation made by a check payable to the organization, credit card payment directly to the organization or stock transferred to the organization.
- Incomplete requests. All items marked with an asterisk are required.
- Gifts that have been or will be matched by another organization
- Gifts made by an entity other than an individual employee or outside director of EOG Resources, Inc. (e.g. the gift must be a personal gift from the employee's or the director's personal funds in the form of a check, credit card or individually-owned stock).
- If the donor, any member of the donor's family or any individual designated by the donor has received or will receive a benefit or gift as the result of the donor's contribution or EOG's matching contribution, the donor's gift will not be matched.
- Organizations whereby the primary purpose is religious, political or the purpose of the organization cannot be easily determined by the EOG Matching Gift Administrator.
- Any organization or program determined by EOG Resources as not meeting the eligibility requirements of the program.

EOG Resources, Inc. reserves the right to audit recipient records and documents pertaining to this program and to request additional supporting donor and recipient documentation.

The interpretation, application and administration of this program, which may be changed, suspended, revoked or terminated at any time, shall be determined by EOG Resources, Inc. and its decisions shall be final. A matching gift by EOG Resources is in no way a pledge or obligation by EOG Resources to make further gifts to the recipient. Although a donor's qualifying gift may be restricted, EOG Resources reserves the right to designate its matching gift as unrestricted.

Questions: Send questions to the EOG Resources' Matching Gift Administrator at teresa_kaplan@eogresources.com.

Revised 10/2014