

QEP 25/25 Matching Gifts Program

QEP Resources is committed to improving the quality of life in the communities where we live and work. To encourage and support the community involvement of our employees, QEP offers the 25/25 Matching Gifts Program. Through 25/25, QEP recognizes and rewards employees' charitable contributions by matching their eligible gifts dollar-for-dollar, with a minimum of \$25 and a maximum of \$25,000 per employee per calendar year.

Who Can Participate?

- All employees who work at least 24 hours/week are eligible to participate in QEP 25/25. Employees must be employed by QEP at the time the donation is made and at the time of submitting the request.
- Contractors, temporary employees, retirees, family members or employees who work less than 24 hours/week are not eligible. Employees on approved leave are eligible.

What Organizations Qualify to Receive Matching Funds?

To be eligible to receive a matching gift, an organization must be:

- Recognized by the U.S. Internal Revenue Service (IRS) as tax-exempt and designated as a public charity under Section 501(c)(3) of the IRS Code.
- In good standing with the IRS, state and federal regulators and be in compliance with the Patriot Act.
- Located in the U.S.

*Organizations that are **NOT** eligible for QEP 25/25 include:*

- Trade, political or lobbying organizations or political campaigns.
- Organizations that are opposed to oil and natural gas or the company's business goals.
- Churches, synagogues or other religious organizations for the support of religious activities.
- Private foundations and trusts.
- Organizations that discriminate based on factors such as race, age, gender, religion, ethnic or national origin, disability, political views, veteran status or sexual orientation.

What Contributions are Eligible for Matching Funds?

- Contributions must be personal gifts made from the employee's personal funds and which have been paid, not simply pledged. Pooled or third-party gifts are not eligible.
- The minimum gift eligible for matching is \$25. The maximum donation amount matched per employee per calendar year is \$25,000. The donor's annual limit is based on the date of gifts.
- Matching gift requests must be submitted within 12 months of the donation and be accompanied by a donation receipt.
- Contributions made with cash, check or credit card are eligible. In-kind gifts and bequests are not eligible.
- Per IRS regulations, contributions must be philanthropic gifts to the organization without any financial or material benefit to QEP, the donor or the donor's family.
- Employees must submit their request for QEP 25/25 matching gifts through the AngelPoints online system.
- Contributions are subject to eligibility verification and confirmation by the QEP Contributions Advisor before matching funds will be distributed.

How to Request QEP 25/25 Matching Gifts

There are two ways to donate and have your gift matched:

1. Donate through the AngelPoints system.

Verify the eligibility of an organization before making a gift. Log in to the AngelPoints system and go to 25/25 & Other Matching Gifts. Type the tax ID number (**without the hyphen or spaces**) or the legal name of the organization you wish to support in the "Search for Organizations" box. A new screen will open with the organization's full legal name. Click "Donate Now" next to the name. A pop-up window will appear. Choose which giving program your donation falls under (*i.e.* 2013 - 25/25, 2014 - 25/25, etc...). A new screen will open. Choose the "Credit Card Donation" tab. Enter the details of your gift and complete all required fields. Click the "Donate Now" button and confirm your gift. Once you've made the gift, the request for the match is automatically submitted. There is a tax-deductible 4.75% processing fee that will be deducted from the donation amount sent to your charity. After the gift and organization are verified for eligibility, our processing partner, Network for Good, will send your donation to the nonprofit in the following month. Match payments are sent quarterly. Gifts are non-refundable.

2. Give directly to an eligible nonprofit organization.

Verify the eligibility of an organization before making a gift. Once you receive your donation receipt, log in to the AngelPoints system and go to 25/25 & Other Matching Gifts. Type the tax ID number (**without the hyphen or spaces**) of the organization you donated to in the "Search for Organizations" box. A new screen will open with the organization's full legal name. Click "Donate Now" next to the name. A pop-up window will appear. Choose which giving program your donation falls under (*i.e.* 2013 - 25/25, 2014 - 25/25, etc...). A new screen will open. Choose the "Offline Donation" tab. Enter the details of your gift and upload the receipt. (Note that the listed options for donation type are Cash, Check or Stock. If you used a credit card to make your gift, choose the Cash option). Click the "Donate Now" button to submit your offline gift and request the match. After the gift and organization are verified for eligibility, our processing partner, Network for Good will send the matching funds to the nonprofit. Gifts are reviewed monthly and payments are sent quarterly.

Questions?

Contact Shanda Vangas, Corporate Contributions & Volunteer Advisor at 303.595.5929 or Shanda.Vangas@qepres.com. Or visit [The Lateral](#) for more information.

QEP reserves the right, in its sole and absolute discretion, to decline payment of a matching gift to any organization, if it believes or determines that such organization's actions or values are not aligned with QEP's business or philanthropic goals. QEP reserves the right to further restrict gifts based on the availability of funds.