

How the Plan Works

Individuals who are employed by Southern Star Central Gas Pipeline (Southern Star) are eligible to participate. Forms may also be obtained via Southern Star's intranet site at inside.sscgp.com.

Part A (EMPLOYEE) The employee, making a grant to a 501(c)(3) organization or institution, must complete Part A of the attached form and send the form to the recipient organization or institution together with the contribution.

Part B (ORGANIZATION) of the attached form must be completed by an authorized officer of the institution or organization. The organization must return the original matching form with a current copy of an IRS Letter of Determination showing the 501(c)(3) tax-exempt status to Southern Star. This form must be forwarded by the recipient organization to Southern Star **within 90 days** of receipt of contribution in order for it to be matched. **International Note:** Institutions not based in the US, Puerto Rico, US Virgin Islands or Canada qualify only if they have established an US-based foundation with 501(c)(3) tax-exempt status. Please make sure to note which address is appropriate for your organization. It is recommended that the organization make a copy of the matching form when receiving contribution in order to track the receipt of the matching checks from Southern Star.

Contribution Amounts Allowed

Employees are required to contribute **minimum of \$50 per contribution** for the contribution to be eligible for a Company match.

Southern Star will **only match up to a total of \$1,000 for all eligible contributions** made by an employee during a calendar year.

Contribution Amount Limitations

Southern Star will not match "in kind" donations."

All contributions must be made using employee's own funds.

Contributions must be paid, not merely pledged.

Southern Star will not match any contribution to an organization, or institution engaging in illegal and/or political activities.

Special requirements apply for the matching of event admission, membership fees, dues, tickets, raffles, subscriptions, entry fees, etc. If an employee receives any benefit from a contribution such as the ones set forth above, the 501(c)(3) organization **MUST** note the amount of the contribution that reflects the donation portion of the contribution and the amount of the contribution that reflects the fair market value of the benefit derived by the donor. For example, an employee pays \$50 to attend a fundraiser and there are food and drinks at the fundraiser, the organization must put a value on the food and drinks. That value is taken from the \$50, and the remaining amount represents the employee's eligible contribution. The organization must provide a receipt or some form of written information designating how much of the event admission represents the benefit derived and how much represents a pure donation. Often an event ticket will have this information printed on the ticket itself. Most eligible organizations are familiar with this requirement and are able to easily provide this information.

Southern Star reserves the right to limit total annual contributions at the Company level to an annual maximum limit. This maximum limit could reduce an individual employee's maximum annual limit if the Company's maximum annual limit is reached during the year. The Company maximum annual limit is typically set at the beginning of the year and is dependent upon the Company's overall budget.

Administration of the Program

Southern Star reserves the right to suspend, change or terminate the Matching Grant Program at any time without notice. Southern Star shall determine the interpretation, application and administration of the program and provisions, and its decision shall be final.

Part A: To Be Completed by Employee

(Please Print, complete Part A and send to the organization with your

Organization Name _____

Employee Name _____

Employee Number _____

Your Home Address _____

City _____ State _____ ZIP _____

Daytime Telephone Number _____

E-mail Address _____

Office Location Address _____

Enclosed is my grant of \$ _____
(Cash Amount)

Amount to be Matched \$ _____

Indicate the correct matching program (Check one):

Education

Health & Human Services

Arts & Humanities

Civic & Community

Payment Method

Check

Credit Card

Cash

Other _____

I certify that I am an employee of Southern Star Central Gas Pipeline, am an eligible participant, and am making this personal grant under the conditions stated in the program guidelines on this form and authorize the recipient intuition to report my giving to Southern Star. I also certify that my grant does not represent payment in exchange for benefits received.

PLEASE SIGN BELOW:

Signature _____

Date _____

