

## Matching Gifts Application Process, Eligibility Guidelines and FAQs

### Application Process

All regular, full-time or regular part-time employees, WPX Energy Board of Directors and retirees may participate in the Matching Gifts program. The individual making a gift to a qualified 501(c)(3) organization will complete Part A of the Matching Gifts application and send it, along with their gift (check or credit card donation receipt), to the recipient organization. The organization will complete Part B of the Matching Gifts application and send it to Community Affairs. The gift will be processed within 30 days of receipt by WPX Energy Community Affairs and matched in the same calendar year as the gift date. Gift requests more than one year old will not be processed.

It is recommended that you maintain copies of the matching gift application. Employees and the recipient organization must provide all required information. Incomplete applications will not be processed.

**International Note:** *Institutions not based in the U.S., Puerto Rico and U.S. Virgin Islands, qualify only if they have established a U.S.-based foundation with 501(c)(3) tax-exempt status.* Please make sure to note which address is appropriate for the organization. Canadian organizations must submit a copy of their registered tax number verifying nonprofit status.

### Contribution Amounts

The minimum contribution that will be matched is \$25 and the maximum is \$10,000 per employee and \$5,000 per retiree per calendar year. The aggregate of all contributions made by WPX Energy on behalf of an employee cannot exceed \$10,000 per calendar year. The contribution must have been paid, not merely pledged, with the employee's own funds or securities having quoted market value. **There can be no direct benefit, reward or consideration to the employee when making the donation.** If donating stock, a receipt from your broker is required that includes the number of stocks and amount per stock at the time of sale.

WPX Energy strongly supports its employees and communities where we operate by matching employees' contributions regardless of ethnicity, gender, race, religion or political beliefs. To support our communities and employees, the matching gift is donated to the overall organization, not to one specific program, fundraiser or individual. Matching funds will be distributed year-round.

*WPX Energy may suspend, change or terminate the program at any time. The Corporation shall determine the interpretation, application and administration of the program provisions, and its decision shall be final.*

### Eligibility Guidelines

**To support our communities and employees, the matching gift is donated to the overall organization, not to one specific program, fundraiser or individual. The contribution is paid, not merely pledged with the employee's own funds or securities having a quoted market value. There can be no direct benefit, reward or consideration to the employee when making the donation. Matching Gifts will only be made to eligible 501(c)(3) organizations.**

#### Eligible Organizations

- Arts organizations such as museums, performing arts, fine arts, community arts projects, zoological, botanical or historical societies
- Community environmental programs, including environmental protection, conservation and animal protection programs
- Parks and recreation

- County or state events that benefit the community (e.g. fairs, town halls, rodeos, etc.)
- County or state organizations including auxiliary police or volunteer fire departments
- Public or private primary or secondary schools (grades K-12)
- Certified day care and pre-schools
- Libraries
- College, educational institutions or universities
- Accredited hospitals and clinics
- Shelters and food banks
- Counseling and rehabilitation centers
- Faith-based organizations that provide essential human services, excluding places of worship
- Walks and races sponsored by a 501(c)(3) organization

### Ineligible

- Non-501(c)(3) organizations
- United Way agencies, unless for capital campaign or disaster relief
- Purchase of auction items, raffle tickets, events, etc.
- Labor, fraternal or political causes
- Churches/Places of worship
- Organizations that discriminate by race, color, religion, sexual orientation, national origin, age, marital status, disability, veterans status or any other basis protected by applicable discrimination laws
- Advertising, branding or marketing campaigns for WPX Energy products and services that are not charitable in nature
- Requests directed toward customer relations or the company's interest
- Memberships, dues or entry fees for an individual or group
- Tickets to events; other than tickets for clients of non-profit organizations or students
- Airline tickets or travel costs including accommodations
- Salaries
- Tuition, fees or payments in lieu of tuition
- Alumni dues and memberships

## Matching Gifts Frequently Asked Questions

### Q What types of organizations are eligible?

**A** Organizations that have been granted a 501(c)(3) tax-exempt status are eligible except for United Way agencies, churches and other places of worship. Because WPX Energy matches employee gifts to the United Way campaign, United Way agencies are only eligible if the gift is for a capital campaign or disaster relief effort.

*NOTE: If your donation is for a capital campaign or disaster relief effort, please note as such on your Matching Gifts request. Please review the [eligibility guidelines](#) for a detailed listing of eligible and ineligible requests.*

### Q Can I combine my gift with the gifts of other employees and submit one Matching Gifts application?

**A** No. Each employee must submit a Matching Gifts application to have their gift matched. However, for fundraisers, such as community walks or runs, you may submit with your Matching Gifts application a spreadsheet that includes the name, employee ID number, gift amount and signature of those who made gifts toward the fundraising event.

### Q How does the application process work?

**A** Please review the [application process](#) for step-by-step instructions on how to submit a Matching Gifts request.

**Q How long will it take to process my Matching Gifts request?**

**A** Once completed applications are received from an eligible organization, Matching Gift requests will be processed within 30 days of the date of receipt of all documentation by the WPX Energy Matching Gifts administrator.

**Q If I donate an item to a charity, is the value of the item eligible?**

**A** No. WPX will only match donations made with cash, check, stock or credit card.

**Q How many times a year will WPX Energy match my gifts to the same organization?**

**A** There is no limit to the number of times an employee can donate to an organization and have his/her gifts matched by the Matching Gifts Program as long as the request meets the eligibility guidelines and the annual dollar limit has not been reached. In addition, one or multiple Matching Gifts applications may be submitted each year for the same organization.

**Q How much of my gift will WPX Energy match?**

**A** For eligible 501(c)(3) organizations, WPX Energy will match employee donations dollar-for-dollar up to \$10,000 per calendar year and retiree donations up to \$5,000 per calendar year.

**Q What is the minimum amount required for a gift to be matched?**

**A** The minimum gift amount to be matched is \$25.