



CITGO MATCHING GIFTS GUIDELINES

PURPOSE

The Matching Gifts Program (“Program”) of CITGO Petroleum Corporation (“CITGO”) is a corporate social responsibility initiative that financially matches the charitable donations of contributors to help increase the impact in our communities and the causes that we care about. The Program is hosted on the CITGO GO > FUEL GOOD online platform at <https://citgogofuelgood.benevity.org/>. Users must first opt-in to the platform [here](#), and then activate their account.

Under the Program, CITGO will match, dollar for dollar, contributions made by “Eligible Contributors” to “Eligible Recipients” subject to the following conditions and definitions.

ELIGIBLE CONTRIBUTORS

The Program is open for employees, retirees, Officers and members of the Board of Directors of CITGO.

ELIGIBLE RECIPIENTS

Eligible recipients of CITGO matching must be charitable organizations, including those designated by the Internal Revenue Service as a tax-exempt non-profit organization, or the United States or any state, the District of Columbia, a U.S. possession, a political subdivision of a state or U.S. possession, or any of their subdivisions if such donation is to be used, and is designated solely for public purposes and do not include the organizations excluded from the Program (“Eligible Recipients”).

Eligible Recipients in the Program’s GO > FUEL GOOD online portal are labeled with a “Matching Offer” designation.

You may nominate a recipient in the online platform if you believe it is eligible but does not have the “Matching Offer” designation. Nominations will be screened and evaluated on a case-by-case basis.

ELIGIBLE GIFTS

Only charitable donations will be matched. The maximum aggregate annual amount per Eligible Contributor is \$500. The contribution must be a personal gift of the Contributor. It may be in cash, check, credit card, or securities that have a quoted market value. To further its commitment to corporate responsibility, CITGO reserves the right to review Eligible Recipients receiving matching funds and to request documentation verifying receipt of donations from Eligible Contributors.

EXCLUSIONS

Types of contributions or payment forms that are not eligible for the Program:

Dues	Tuition	Membership Fees	Personal Property	Ticket Subscriptions
Subscription Fees	Insurance Premiums	Pledges	Real Property	



EXCLUSIONS CONTINUED

Non-exclusive list of organizations that are excluded from the Program and meaning of “Eligible Recipient”:

<p>“Drives” designed for the exclusive benefit of a single religious sect or denomination or missionary organization</p>
<p>Organizations with a limited constituency which are defined by the IRS to include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • 501(c)(4) • 501(c)(5) • 501(c)(7) • 501(c)(8) or 501(c)(10)
<p>Organizations that are, or whose owners, principals, managers, officers, members and/or affiliates are: (1) listed as, or supporters of, any Specially Designated Nationals or (2) otherwise blocked persons by the United States’ Federal Government’s Office of Foreign Assets Control, including on the lists contained at the following web addresses;</p> <p>www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx;</p> <p>www.state.gov/j/ct/list/index.htm</p> <p>www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx</p>

ADMINISTRATION

CITGO reserves the right to modify, amend, revoke, or terminate the Program at any time.

All questions relating to the interpretation, eligibility criteria, application or administration of the Program shall be determined by CITGO, and its decisions are final.

HOW TO MATCH A CHARITABLE DONATION

Charitable donations eligible for matching are processed in the GO > FUEL GOOD Portal in the following ways:

Automatic Match – Contributors select an Eligible Recipient with the “Matching Offer” designation on the portal and make a charitable donation via credit card or Pay Pal. The donation is automatically matched.

External Match – Contributors make a donation and Request a Match in the portal for an Eligible Recipient with the “Matching Offer” designation. Proof of the contribution must be uploaded.



PROOF OF CONTRIBUTION FOR EXTERNAL MATCH

For donations \$250 and above, CITGO requires a charitable contribution receipt from the charitable organization that includes the following information:

- Name of organization
- Date of donation
- Amount of donation
- Name of donor(s) (Must include Eligible Contributor's name. CITGO will not match a donation made by another family member)
- If no goods and/or services were received, then a statement by the charitable organization that no goods and/or services were received must be provided
- If goods and/or services were received, then a statement with a description and a good faith estimate of the value in dollar amount of the goods and/or services received must be provided

For charitable donations under \$250, CITGO requires a receipt from the charitable organization that includes the following information:

- Name of organization
- Date of donation
- Amount of donation
- Name of donor(s) (Must include Eligible Contributor's name. CITGO will not match a donation made by another family member)

A canceled check is acceptable as a receipt for donations under \$250.

DEADLINE FOR MATCHING GIFTS

Deadline is Noon (Central time), December 15 for all external donations made during the calendar year. The deadline is Noon (Central time), December 31 for automatic matches.

FEES:

The GO > FUEL GOOD Portal has transaction fees associated with each donation that are applied by Benevity.

- The first fee is a Management Fee of 2.9%. Benevity applies these fees to perform the administrative tasks necessary for charities to receive funds. The fees are used to process and track online donations, automate elements of the disbursement, provide tax receipts, create donor management reports and qualify for participation in the GO> FUEL GOOD program. These administrative tasks were traditionally performed by charities, which consumed their time and money that could be used for further development of their programs.
- The second fee is a Merchant Fee that will not exceed 2.5%. This amount is charged for donations made by credit card and PayPal. It's important to note that a standard credit card fee would be charged even if you donated to a charity through their website.

RECEIPTS

There are two types of receipts that can be generated in the GO> FUEL GOOD Program:

- Official tax receipt
- Donation acknowledgment receipt

Official tax-receipts are generated for domestic donations and donation acknowledgments are generated for international donations.



Donation acknowledgments for international donations are not official tax-receipts. To find out if these donations can be used for tax purposes, employees are advised to consult their tax advisors.

DISTRIBUTION OF FUNDS

All donations and CITGO matching funds made to Eligible Recipients through the platform in a given month are collected and sent to the Eligible Recipient cause in one aggregated payment at the end of the following month.

LOOKING FOR MORE INFORMATION?

For more information about program guideline or on how to opt in and activate your account, contact:

CITGO Petroleum Corporation
Matching Gifts Program Coordinator
P.O. BOX 4689
Houston, Texas 77210
MatchingGifts@CITGO.com

For more information about how to use the platform, contact: support@benevity.com

To view frequently asked questions, login to your account and select 'Help' in the top right corner of your dashboard.