

RETIREE MATCHING GRANT PROGRAM GUIDELINES

The Retiree Matching Grants Program was established in 2013 to encourage retiree giving and to help charitable nonprofit organizations broaden their individual support programs. Administered by ONEOK, the program provides a dollar-for-dollar match of retiree contributions to charitable organizations from a minimum of \$25 to a maximum of \$2,500 per retiree based on the calendar year January 1 to December 31. Contributions must be **100%** taxable.

QUALIFYING PARTICIPANTS:

- Must be a retired employee of ONEOK. Surviving spouses are NOT eligible.

QUALIFYING ORGANIZATIONS:

- Charitable organizations in ONEOK operating areas.
- Institutions of higher education located within the United States.
- Must either be recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable or educational or organized efforts of a charitable nature (if not a 501(c)(3), please confer with community investments about eligibility).

CONTRIBUTIONS NOT ELIGIBLE TO BE MATCHED:

- Contributions that provide the retiree or any member of their family direct benefit or privilege, such as membership dues, tickets to events, the ability to purchase tickets, raffle tickets, sponsoring a table at an event or subscription fees.
- Contributions that discharge a legal obligation of the retiree or any other persons.
- Contributions to an organization or educational institution for the support of a specific individual.
- Contributions to churches or religious groups that don't broadly support the community and/or have a religious requirement.
- In-kind contributions such as purchasing items to donate, personal or real property, other than securities, or the value of personal expertise.
- Contributions made jointly by several individuals; pooling funds to make one donation to an organization.
- Contributions to any organization that discriminates on the basis of race, gender, ethnicity, or creed.

REQUEST PROCESS:

- 1) Retiree completes Part A of the ONEOK Matching Grant form, available on oneok.com/sustainability/community-investments. Send form to the charitable organization for completion of Part B.
- 2) The recipient charitable organization will complete Part B of the ONEOK Matching Grant form and return it to the retiree, along with a copy of the W-9 form and Internal Revenue Service 501(c)(3) determination letter. If the organization is not a 501(c)(3), they should include a letter explaining the nature of the charitable cause. **If you do not have computer access, skip steps 3 thru 7 below and mail the completed form, W-9, and IRS 501(c)(3) determination letter to: P.O. Box 871, Tulsa, OK 74103.**
- 3) Log into oneok.angelpointsevs.com.
- 4) Click on the "Giving" tab; search the organization's Federal Identification Number which can be found on their IRS determination letter or on their W-9. Click "Search" (exclude dashes). Once you find the organization, click "Donate Now" and enter the information.
- 5) **Upload the completed Matching Grant form as your receipt**, a copy of the organization's W-9, and IRS determination letter 501(c)(3). If the organization is not a 501(c)(3), include the letter received from them explaining the nature of the charitable cause.
- 6) Click "Donate Now" at the bottom of the screen.
- 7) The status of the Matching Grant can be viewed at oneok.angelpointsevs.com under the "Giving" tab, "My Giving".

REQUEST & PAYMENT SCHEDULE

Employee match request submitted by:	ONEOK matches typically paid in:
End of Q1	Q2
End of Q2	Q3
End of Q3	Q4
End of Q4 (January 31)**	Q1 (following calendar year)

****Contributions must be made between January 1 and December 31 with the completed Matching Grant form and documents received by ONEOK Community Investments by January 31 the following year.**

ADMINISTRATIVE CONDITIONS

- ONEOK, Inc. reserves the right to verify the eligibility of any contribution prior to paying a matching grant.
- The interpretation, application, and administration of the Matching Grant Program will be determined by ONEOK and its decisions shall be final.
- ONEOK reserves the right to amend, modify, or discontinue the Matching Grant Program, in whole or part, at any time without notice.
- The value of marketable securities will be the quoted fair market value on the date the contribution was made to the recipient charitable nonprofit organization.