

Section 1 – Program Summary

General Information

EOG Resources, Inc. (EOG) will match qualifying donations (minimum \$100), made to an Eligible Recipient Organization by an Eligible Participant, dollar-for-dollar, up to \$100,000 per calendar year as an incentive for giving to qualifying charitable organizations.

A completed Matching Gift Request Form must be received by the EOG Matching Gifts Administrator within 90 days of your date of donation. A donation can be made by check, debit/credit card, stock or current payment made by a personal or family foundation or a donor-advised fund that has been funded by an Eligible Participant. Qualifying donations are matched in the order received and as soon as administratively possible. Failure to submit a completed form and the required documentation could result in a donation not being matched.

Eligible Participant

To be eligible, an individual must be an active regular full-time employee, active regular part-time employee, EOG retiree, or current member of the EOG Board of Directors ("Director").

Eligible Recipient Organization

1. Organization recognized by the Internal Revenue Service as federally tax-exempt under section 501(c)(3) of the Internal Revenue Code except as restricted in the Restrictions section of this form
2. Accredited degree granting college, junior college or university (academic programs only)
3. Accredited primary, middle or secondary school (academic programs only)

Donor Instructions

1. Complete Section 2. Failure to fill out Section 2 completely and send the required documentation will delay your request and your donation may not be matched.
2. Send all pages of this form, a copy of your check, debit/credit card or online donation receipt, or brokerage statement (showing the transfer of the stock) to the recipient organization.
3. For donations paid from a personal or family foundation or donor-advised fund: you must attach a copy of the check issued by the foundation or fund payable directly to the recipient organization and a copy of the Letter of Direction accompanying the donation showing the eligible participant's name and the recipient organization's name.
4. The recipient organization will complete Section 3 and submit the completed request to the Matching Gifts Administrator.

Recipient Organization Instructions

1. Complete Section 3. Failure to fill out Section 3 completely and send the required documentation will result in a delay of the request and the donation may not be matched.
2. Send all pages of the completed form and
 - A copy of the donor's check or debit/credit card confirmation.
 - A copy of the organization's **current** determination letter issued by the IRS designating the organization as federally tax-exempt under Internal Revenue Code section 501(c)(3). Any document not issued and signed by the Department of Treasury will not be accepted.
 - For gifts of stock, a copy of your organization's brokerage statement showing the receipt, ticker symbol and transfer date of the stock.
 - Educational institutions only: a copy of your accreditation certificate.
3. Send all documents to: Teresa Kaplan, Matching Gifts Administrator, EOG Resources, Inc., P. O. Box, 4362, Houston, Texas 77210-4362 or, in pdf format only, to teresa_kaplan@eogresources.com.

Questions

Refer questions to the Matching Gifts Administrator at teresa_kaplan@eogresources.com.

Restrictions

EOG will not match:

- Donations to any organization or institution that is not tax-exempt under section 501(c)(3) of the Internal Revenue Code and does not maintain its own separate bank account
- Donations to churches, synagogues, temples, any religious organization, or any program religious in nature or whose primary purpose is to further religious causes
- Tithes, memberships, or other financial commitments
- Tuition, books, fees, or payments made in lieu of such expenses
- Donations to a school, college or university that will be used for any purpose other than educational
- Donations to a Parent Teacher Association, Parent Teacher Organization, Parents' Fund, or Booster Club
- Donations to athletic or sports programs, including athletic scholarships, stadium construction, or any athletic-related activity
- Donations to reserve or purchase tickets, or for the right to purchase tickets, or to gain access to seating for any event including athletic or cultural events
- Raffle ticket or auction item purchases
- Fraternity dues, sorority dues, or class dues
- Bequests under a will or distributions from a pooled income fund
- Donations to organizations not located or not operating in the United States or a United States territory
- Donations to political or lobbying organizations and political action committees
- A pledge or a promise to pay or to make future payment
- Donations to fund trips, travel, meals, lodging, and/or entertainment expenses
- Donations that directly benefit a named recipient or restricted for use by a designated individual
- The fair market value of goods, services, meals, tickets, etc. provided to the Eligible Participant or anyone as a result of the donation
- Cash donation of any amount
- Stock not traded on a major exchange
- Non-cash donations of any amount or donations of any item(s) to an organization, directly or indirectly
- Donations of real estate, personal property (except securities traded on a major exchange), in-kind donations, or items purchased for or on behalf of any recipient
- Donations made with funds provided to an Eligible Participant by other individuals or groups
- Collections of individual donations from any number of individuals cannot be reported as one donation
- Donations made by an entity other than an individual Eligible Participant
- Donations by the Eligible Participant, any member of the Eligible Participant's family, or any individual designated by the Eligible Participant that has received or will receive a benefit or gift(s) as a result of the Eligible Participant's donation or EOG's matching donation
- Multiple donations not listed by individual amount and its corresponding date
- Payments directly to a personal or family foundation, donor-advised fund, or similar entities or organizations
- Donations that have been or will be matched by any other entity
- Donations to organizations whereby the purpose of the organization cannot be easily determined by the EOG Matching Gifts Administrator
- Donations determined by EOG as not meeting the eligibility requirements of this Program

EOG Resources, Inc. (EOG) reserves the right to audit recipient records and documents pertaining to this program and to request additional documentation supporting an Eligible Participant's donation or related to the Eligible Recipient Organization. The interpretation, application, and administration of this program, which may be changed, suspended, revoked or terminated at any time, shall be determined by EOG and its decisions shall be final. A matching gift by EOG is in no way a pledge or obligation by EOG to make further gifts to the recipient. Although an Eligible Participant's qualifying gift may be restricted, EOG reserves the right to designate its matching gift as unrestricted.

Section 2 – To Be Completed by Eligible Participant

Name _____
 Email Address _____
 Recipient Organization _____
 Donation Amount (\$100 Minimum) \$ _____ Date of Donation ____ / ____ / ____

Select One: Active Employee EOG Retiree
 Director

Employee ID _____
 Division _____

Donation made by:

- Personal Check Debit/Credit Card
 Stock: Ticker Symbol _____ Number of Shares _____
 Check issued by personal or family foundation or donor-advised fund

Description and fair market value of meals, entertainment, tickets, property, goods, publications, or services received in exchange for this donation. *If none were provided, please write "None".*

_____ \$ _____

"I certify at the time of this donation that: I am a regular full-time or regular part-time employee, EOG retiree, or a current member of the Board of Directors; it is solely my personal contribution, or a contribution paid from my personal or family foundation or donor-advised fund that was funded solely by me; it meets the requirements of the Program; and it is not a restricted gift as defined in Section 3 of this form. I understand that omission of any information or failure to comply with the Program requirements will disqualify my donation from this Program."

 Signature of Eligible Participant

 Date

Section 3 – To Be Completed by an OFFICER of the Recipient Organization

Name of Organization _____
 Mailing Address _____
 City, State and Zip Code _____
 Contact Name and Title _____
 Email Address & Website _____
 Telephone Number _____
 Federal Identification Number _____
 Name of Donor _____
 Date Donation Received ____ / ____ / ____ Total Amount Received \$ _____

A copy of the Check Debit/Credit Card Receipt Brokerage Statement is attached. Yes No

Has or will this donation be matched by another individual, organization, or company? Yes No

A copy of the current IRS 501(c)(3) Determination Letter is attached. Yes No

Were meals, entertainment, tickets, goods, publications, or services provided to the donor as a result of this donation?
 Provide a description and the fair market value of all items. _____ \$ _____ Yes No

Did the donor designate this gift to benefit a named person(s) or for a specific use, purpose, or program?
 Provide a description. _____ Yes No

"I certify that the above donation was made solely by the above-named donor, it was received by this organization, and it represents the gift of one person only or it is a gift from a personal or family foundation or donor-advised fund. The donation will support the primary objectives of this organization, which is classified as a tax-exempt 501(c)(3) organization or a public school. I further certify that this donation and use of the matching gift meets the terms and conditions outlined in Section 1 of this form, and I agree that this organization is bound by the terms of the Program, including EOG's right to audit this organization's records pertaining to this donation and its use. A copy of the current IRS determination letter and accreditation certificate, if applicable, are enclosed and remain in full force and effect."

 Signature of the Organization's Certifying Officer

 Date