



GO



FUEL GOOD

PURPOSE

The Matching Gifts Program (“Program”) of CITGO Petroleum Corporation (“CITGO”) gives employees the opportunity to direct Company contributions to civic/community, cultural/artistic, education, environmental, health/human services and public broadcasting organizations.

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

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ELIGIBLE RECIPIENTS

Subject to the Exclusions, the following are eligible to receive a matching gift from the Program:

1. Universities, colleges, primary, secondary and special education schools, technical institutes; provided they are: located within the United States or one of its possessions; and accredited or approved by a nationally recognized accrediting agency, a State Department of Education, or a State University.
2. Artistic and cultural organizations, including libraries, museums, zoos, performing arts groups, public broadcasting, community arts organizations and literary, historical or other cultural associations.
3. Organizations that are tax-exempt under Section 501(c) (3) of the Internal Revenue Code that are operated exclusively for charitable, scientific or educational purposes, or for the prevention of cruelty to children or animals.

ELIGIBLE GIFTS

Only charitable contributions will be matched. The minimum individual gift eligible to be matched under the Program is \$25. 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 organizations receiving matching funds and to request documentation verifying receipt of donations from Eligible Contributors.

EXCLUSIONS

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

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

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

Political	Sectarian
Fraternal	Professional
Veteran	
Religious (Other than accredited educational institutions)	
Member Agencies of United Way that receive CITGO corporate matching funds	
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: https://www.treasury.gov/resource-center/sanctions/sdn-list/pages/default.aspx http://www.state.gov/j/ct/list/index.htm https://www.treasury.gov/about/organizational-structure/offices/pages/office-of-foreign-assets-control.aspx	



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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.

PROOF OF CONTRIBUTION

Must upload a receipt indicating date of donation, name of donor, amount and if applicable, goods or services received from the organization. Please note, donations must be in the employee's or retiree's name (it can include the spouse's name).

DEADLINE FOR REQUEST

Deadline is Noon, Dec. 31 for all donations made during the calendar year.

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.

CITGO salaried employees can also use the platform to make personal donations. This benefit allows employees to capture all their charitable donations and receipts on their personal profile.

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.

LOOKING FOR MORE INFORMATION?

For more information about program guidelines 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:
support@benevity.com

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