

FREQUENTLY ASKED QUESTIONS

BOKF Employee Relief Fund

What is the BOKF Employee Relief Fund? The BOKF Employee Relief Fund is designed to provide short-term assistance to employees experiencing severe financial need due to unexpected and unavoidable emergencies. The BOKF Employee Relief Fund is administered by the Tulsa Community Foundation, an organization specializing in assisting corporations in creating emergency assistance and disaster relief funds for employees. Applications are confidential and identifying details are never shared with BOKF.

Who can apply to the BOKF Employee Relief Fund? Any BOK Financial employee who has experienced an unexpected financial expense due to one of the qualifying events below is eligible to apply. In the case of death of the employee, eligible dependents may apply.

What types of qualifying events are included?

Emergency or Disaster Type	Description	Available grant amount
Home Catastrophe / Natural Disaster	Assistance after a state or federally declared disaster has destroyed the employee's personal residence, rendered it unlivable or it is otherwise in need of costly repairs, in excess of insurance, after the disaster (hurricane, fire, flood, tornado, mudslide, etc.).	Up to \$1,500
Funeral or Emergency Travel for Immediate Family	Assistance for those who have incurred the loss of an immediate family member (<i>spouse; brother / sister; children; step-children; grandchildren; parents; step-parents; grandparents; mother / father-in-law; son / daughter-in-law; domestic partner as defined for health benefits only</i>) if the employee is financially responsible for funeral arrangements and no other resources exist. For employees who must travel to visit or care for a terminally ill immediate family member or escort a critically ill immediate family member to an out-of-state medical facility.	Up to \$500

How is the grant awarded to employees? In general, grants are paid directly to vendors (e.g., utility companies, home repair companies, etc.) on behalf of employees. Funds are not paid directly to an employee. Since TCF sends payments directly to vendors, employees are strongly encouraged to contact TCF prior to paying an invoice. If an employee must pay the expense immediately (e.g. hotel), they are encouraged to use a credit card and submit the receipt to TCF for reimbursement. The reimbursement will then be sent directly to the team member's credit card provider.

What information will employees need to provide? Employees seeking assistance will work with a program manager at TCF to qualify their need. They will be asked to provide documentation demonstrating an unexpected expense such as copies of the bills for which they are requesting payment. Employees will not be asked to provide bank account statements or savings statements.

How can I apply for the BOKF Employee Relief Fund? Click [here](#) (or go to <https://tulsacf.org/bokfrelieffund/>) to begin your application. Documentation will be requested from each applicant. Additional information and examples are available [here](#).

Is my application information confidential? Yes. All applications are confidential and no identifying details submitted to TCF are shared with BOKF. BOKF will not be provided with names of employees who have received a disaster relief grant.

Are disaster relief grants considered taxable benefits? TCF disaster relief grants are not considered taxable income in the United States and Puerto Rico.

How is the program funded? BOK Financial has provided an initial donation to open the fund. Employees who want to assist their fellow employees in need can donate to the fund by clicking on this [link](#). All donations are tax deductible and will be gifted to meet the needs of employees who qualify.

What is the role of Tulsa Community Foundation (TCF)? In 2005, TCF began assisting corporations in creating emergency assistance and disaster relief programs for their employees. Since then, over 30 companies have created employer-sponsored emergency funds at TCF. Additionally, TCF works with each applicant to understand their emergency situation and provide assistance as appropriate, while also providing information regarding other community resources that may be of benefit. The review committee determines award amounts within the program's guidelines per emergency type. Grants are paid directly to vendors (utility companies, mortgage lenders, hospitals, funeral homes, etc.) on behalf of employees. Cash is not provided to employees directly.