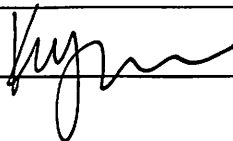


Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
--------------------------------------	--

Date of Request	4/11/18
Requesting Staff Member	Noella Sudbury
Requested Council Date	4/17/18
Topic/Discussion Title	Approval of \$15,000 contribution per policy 1200 to Advantage Services, a nonprofit organization
Description	On February 27 Noella Sudbury briefed the Council on a transportation pilot program and received approval for a budget adjustment to go towards this program. As a follow up to this approval, we are now submitting the appropriate paperwork per policy 1200 to contribute these funds to the nonprofit organization who will be administering this transportation program.
Requested Action¹	Approval
Presenter(s)	Noella Sudbury
Time Needed²	Consent or 5 minutes
Time Sensitive³	Yes
Specific Time(s)⁴	
Contact Name & Phone	Noella
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	Policy 1200 documents included

Mayor or Designee approval: _____



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.



APPLICATION FOR CONTRIBUTION

NAME OF ORGANIZATION: Advantage Services, Inc.
ADDRESS: 513 West 800 South
CITY: Salt Lake City STATE: UT ZIP CODE: 84101
CONTACT PERSON: Rob Ferris PHONE NUMBER: 385 528-1130 EMAIL: _____

ORGANIZATION OVERVIEW (which could include mission, history, and demographics served):

Advantage Services is 26 year old 501(c)(3) non-profit social enterprise providing supportive and permanent employment to people with disabilities or who are disadvantaged. Advantage Services is currently a primary employer for the Homeless in the Rio Grande Area.

TYPE OF REQUEST: Money ☒ In-Kind ☐

Have you previously requested money from SLCo?

If yes, when and how much (previous three years)? _____

What is the amount of your request? \$ 15,000.00

The amount you are requesting is 0.01% of your annual agency budget.

What is the purpose of the money you are requesting?:

Collaboration Driver (with Salt Lake County, DWS and the LDS Church) to provide transportation to sober living clients and Operation Rio Grande clients to and from work sites and other employment and drug court related activities.

To assess the effectiveness of the program and future needs by tracking:

Number of hours driver works per week

Number of individuals served by transportation program

Number of participating employers, locations, jobs, and wage data

Pre and post employment status and wage data

PLEASE ATTACH:

- ☒ Copy of 501(c)(3)
- ☒ Copy of independent audit. If you do not have one, please enclose a copy of current financial statements.

You will be expected to report to the Salt Lake County Mayor on how the money was used and the success of the project.

The undersigned hereby acknowledges that he or she has authority to bind the organization listed in the application. The applicant accepts the following terms and conditions as a condition of receiving and using County funds or the waiver of fees: County funds will be used solely for the purposes approved by the Mayor of Salt Lake County as applied for in this application. Any expenditure for purposes other than those approved will require a return of the entire grant amount and may disqualify the grantee from receiving any additional County funds. It is further understood that no grant fund will be made available to any County officer or employee or in violation of the requirements of the Public Employees Ethics Act (67-16-1 et seq.). No grant funds will be used for political or campaign purposes. As a further condition of the grant, all County funds may be subject to an audit as required by Salt Lake County. The applicant is required to complete the Disbursement of Funds Report Form for contributions more than \$2,500.

Dated this 12th day of March, 18.

Robert Ferris
Digitally signed by Robert Ferris
DN: cn=Robert Ferris, o=Advantage
Services, Inc., ou,
email=rob@asofutah.com, c=US
Date: 2018.03.14 10:19:01 -06'00'



RECIPIENT ORGANIZATION'S DISBURSEMENT OF FUND REPORT

This report is **REQUIRED** for all contributions more than \$2,500.

This report is to be filed with the Council and Mayor's Offices within six months of receipt of the money. If further contributions are desired, the report must be filed with the Council and Mayor by September 1st of each year.

NAME OF ORGANIZATION: Advantage Services, Inc

ADDRESS: 513 West 800 South

CITY: Salt Lake City STATE: UT ZIP CODE: 84101

CONTACT PERSON: Rob Ferris

PHONE NUMBER: 385 528-1130 EMAIL: rob@asofutah.com

CONTRIBUTION AMOUNT: \$ 15,000.00

DATE RECEIVED:

Please describe how the money was spent and how this funding contributed to the success of your organization.

Dated this 12th day of _____, _____. Recipient _____



APPLICATION FOR FEE WAIVER

NAME OF ORGANIZATION: Advantage Services, Inc.
ADDRESS: 513 West 800 South
CITY: Salt Lake City STATE: UT ZIP CODE: 84101
CONTACT PERSON: Rob Ferris PHONE NUMBER: 385 528-1130 EMAIL: _____

ORGANIZATION OVERVIEW (which could include mission, history, and demographics served):

Advantage Services is 26 year old 501(c)(3) non-profit social enterprise providing supportive and permanent employment to people with disabilities or who are disadvantaged. Advantage Services is currently a primary employer for the Homeless in the Rio Grande Area.

Have you previously requested a fee waiver from SLCo? No

If yes, when and for what facility? _____

What fees are you requesting be waived? All Fees

Fee waiver value \$ _____

Please describe your justification for requesting the fee waiver:

Collaboration Driver (with Salt Lake County, DWS and the LDS Church) to provide transportation to sober living clients and Operation Rio Grande clients to and from work sites and other employment and drug court related activities.
To assess the effectiveness of the program and future needs by tracking:
Number of hours driver works per week
Number of individuals served by transportation program
Number of participating employers, locations, jobs, and wage data
Pre and post employment status and wage rates

PLEASE ATTACH:

- ☒ Copy of 501(c)(3)
- ☒ Flyer, invitation or event announcement
- ☒ Copy of independent audit. If you do not have one, please enclose a copy of current financial statements.

The undersigned hereby acknowledges that he or she has authority to bind the organization listed in the applicant. The applicant accepts the following terms and conditions as a condition of receiving and using County funds or the waiver of fees: County funds will be used solely for the purposes approved by the Mayor of Salt Lake County as applied for in this applicant. Any expenditure for purposes other than those approved will require a return of the entire grant amount and may disqualify the applicant from receiving any additional County funds. It is further understood that no grant fund will be made available to any County officer of employee or in violation of the requirements of the Public Employees Ethics Act (67-16-1 et seq.). No grant funds will be used for political or campaign purposes. As a further condition of the grant, all County funds may be subject to an audit as required by Salt Lake County. The grantee is required to complete the Disbursement of Funds Report Form for contributions more than \$2,500.00.

Dated this 12th day of March, 18.

Applicant 

Note: For the best PDF viewing experience, disable “Enhance thin lines” in Adobe Acrobat. Click on Edit >> Preferences >> Page Display, and uncheck “Enhance thin lines.”





TANNER

BUSINESS ADVISORS AND
CERTIFIED PUBLIC ACCOUNTANTS

CRITICAL KNOWLEDGE



PROACTIVE INSIGHT

Member of
Allinial
GLOBAL™
An association of legally independent firms



AdvantageServices

FORMERLY
**VALLEY
SERVICES**

ADVANTAGE SERVICES, INC.
Financial Statements

As of and for the Year Ended December 31, 2016

Together with Independent Accountants' Review Report



TANNER
BUSINESS ADVISORS AND
CERTIFIED PUBLIC ACCOUNTANTS

Tanner LLC
Key Bank Tower at City Creek
36 South State Street, Suite 600
Salt Lake City, Utah 84111-1400
Telephone 801.532.7444
www.tannerco.com

Member of
Allinial
GLOBAL

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Trustees of Advantage Services, Inc.

We have reviewed the accompanying statement of financial position of Advantage Services, Inc. (the Organization) as of December 31, 2016, and the related statement of activities and cash flows for the year then ended, and the related notes to financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Independent Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Independent Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Correction of Error in 2015 Financial Statements

As discussed in Note 2 to the financial statements, an error resulting in an overstatement of the previously reported property and equipment balance as of December 31, 2015, was discovered during our review of the 2016 financial statements. The Organization's financial statements as of and for the year ended

December 31, 2015 were reviewed by another independent accountant, whose independent accountant's review report was dated September 27, 2016. Accordingly, an adjustment has been made to net assets as of January 1, 2016 to correct the error.

Tanner LLC

January 11, 2018



ADVANTAGE SERVICES, INC.
Statement of Financial Position

As of December 31, 2016

Assets

Current assets:

Cash	\$ 7,679
Accounts receivable	<u>100,300</u>

Total current assets 107,979

Property and equipment, net	63,906
Deposit	<u>2,812</u>

Total assets \$ 174,697

Liabilities and Net Assets (Deficit)

Current liabilities:

Accounts payable	\$ 43,360
Accrued liabilities	68,134
Deferred revenue	18,750
Current portion of long-term debt	<u>43,442</u>

Total current liabilities 173,686

Long-term debt, net of current portion 46,352

Total liabilities 220,038

Commitments

Net assets (deficit):

Unrestricted	(51,547)
Temporarily restricted	<u>6,206</u>

Total net assets (deficit) (45,341)

Total liabilities and net assets (deficit) \$ 174,697



ADVANTAGE SERVICES, INC.
Statement of Activities

For the Year Ended December 31, 2016

Change in unrestricted net assets:

Revenues and support:	
Service fees	\$ 1,586,696
Grants and other contributions	56,850
Other income	<u>18,015</u>
Total revenues and support	1,661,561
Net assets released from restrictions	<u>7,284</u>
Total revenues, support, and reclassifications	<u>1,668,845</u>
Expenses:	
Cost of services	1,427,345
Selling, general and administrative expenses	327,816
Interest expense	<u>7,298</u>
Total expenses	<u>1,762,459</u>
Decrease in unrestricted net assets	<u>(93,614)</u>

Change in temporarily restricted net assets:

Net assets released from restrictions	<u>(7,284)</u>
Decrease in temporarily restricted net assets	<u>(7,284)</u>
Decrease in net assets	<u>(100,898)</u>
Net assets, beginning of the year, as restated (see Note 2)	<u>55,557</u>
Net assets (deficit), end of the year	<u>\$ (45,341)</u>



ADVANTAGE SERVICES, INC.
Statement of Cash Flows

For the Year Ended December 31, 2016

Cash flows from operating activities:

Decrease in net assets	\$ (100,898)
Adjustments to reconcile decrease in net assets to net cash used in operating activities:	
Accretion of imputed interest	7,284
Depreciation	25,583
Decrease in:	
Accounts receivable	44,481
Inventories	16,960
Prepaid expenses	851
Deposits	2,488
Increase (decrease) in:	
Accounts payable	(6,701)
Accrued liabilities	(28,730)
Deferred revenue	18,750

Net cash used in operating activities (19,932)

Cash flows from investing activities:

Purchases of equipment (5,500)

Cash flows from financing activities:

Payments on note payable (48,000)

Net decrease in cash (73,432)

Cash, beginning of the year 81,111

Cash, end of the year \$ 7,679

Supplemental Cash Flow Information:

Interest paid	\$ -
Taxes paid	-



ADVANTAGE SERVICES, INC.
Notes to Financial Statements

December 31, 2016

**1. Description of
Organization
and Summary
of Significant
Accounting
Policies**

Organization

Advantage Services, Inc. (the Organization) is a Utah not-for-profit corporation. The primary purpose of Advantage Services, Inc. is to provide employment opportunities for individuals who might otherwise have difficulties finding employment due to physical or mental disabilities or social situations. The Organization provides general labor, custodial, maintenance and administrative services for government agencies as well as private companies primarily in the Salt Lake County, Utah area. The Organization also provides training and career placement services for disadvantaged persons. Revenue and accounts receivable result from services provided in these areas.

Use of Estimates in Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (US GAAP) requires management to make estimates and assumptions that affect reported amounts and disclosures. Actual results could differ from those estimates.

Concentration of Credit Risk

The Organization maintains its cash in bank deposit accounts which, at times, exceed federally insured limits. As of December 31, 2016, the Organization had no cash exceeding Federal Deposit Insurance Corporation insurance limits. To date, the Organization has not experienced a loss or lack of access to its invested cash; however, no assurance can be provided that access to the Organization's invested cash will not be impacted by adverse conditions in the financial markets.

In the normal course of business, the Organization provides credit terms to its customers and generally requires no collateral. A major customer is considered to be one that comprises more than 10% of the Organization's accounts receivable or annual revenues.

For the year ended December 31, 2016, the Organization's revenue from one customer accounted for approximately 33% of total service fee revenues. Receivables from this customer accounted for approximately 32% of accounts receivable as of December 31, 2016.



**1. Description of
Organization
and Summary
of Significant
Accounting
Policies**
Continued

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to three classes of net assets, as applicable: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Accounts Receivable

The Organization records its accounts receivable at the invoiced amount and establishes an allowance for those customer accounts identified with collection problems due to insolvency or other issues. The Organization's accounts receivable are considered past due when payment has not been received within 30 days of the invoice date. The amount of the allowance for doubtful amounts is estimated by management based on various assumptions including the customers' financial position, age of the customers' receivables, and changes in payment schedules and histories. Account balances are charged off against the allowance for doubtful accounts receivable when the potential for recovery is remote. Recoveries of receivables previously charged off are recorded when payment is received. As of December 31, 2016, management determined that there was no need for an allowance for doubtful accounts receivable.

Property and Equipment

Property and equipment are recorded at cost, if purchased, or estimated fair value on the date of receipt, if donated. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. Expenditures for maintenance and repairs are expensed when incurred and betterments are capitalized. Capital expenditures greater than \$2,000 are capitalized. Gains and losses on sales of property and equipment are reflected in the statement of activities.

The estimated useful lives in years of property and equipment are as follows:

Machinery and equipment	5 - 7
Vehicles	5

Impairment of Long-Lived Assets

The Organization reviews its property and equipment, and other long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may be impaired. If it is determined that the estimated undiscounted future cash flows are not sufficient to recover the carrying value of the asset, an impairment loss is recognized in the statement of activities for the difference between the carrying value and the fair value of the asset. Management does not consider any of the Organization's assets to be impaired as of December 31, 2016.



**1. Description of
Organization
and Summary
of Significant
Accounting
Policies**
Continued

Revenue Recognition

The Organization recognizes service fee revenues at the time services are performed, the price is fixed or determinable, and collectability is reasonably assured. Payments received in advance of performing services are recorded as deferred revenue.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Income Tax Status

The Organization is exempt from income taxes on income related to its exempt purpose under Section 501(c)(3) of the Internal Revenue Code. The Organization is subject to taxation on unrelated business income.

The Organization records a liability for uncertain tax position when it is more-likely-than-not the position will not be sustained upon examination by the tax authorities. As of December 31, 2016, the Organization had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Sales Taxes

The Organization collects and remits taxes assessed by governmental authorities, which include sales taxes. The Organization reports these taxes on a net basis and such taxes are excluded from revenues.

Advertising

Advertising costs are expensed as incurred. Advertising expenses totaled approximately \$17,000 for the year ended December 31, 2016.



1. Description of Organization and Summary of Significant Accounting Policies
Continued

Cost of services and operating expenses

Expenses directly related to the services provided by the Organization are included in the statement of activities as cost of services. All other expenses of the Organization such as selling, general and administrative, and other are included separately from cost of services in the expenses section of the statement of activities

Subsequent Events

Management has evaluated subsequent events through January 11, 2018, which is the date the financial statements were available to be issued.

2. Correction of an Error

During 2017, it was discovered that both the cost and accumulated depreciation associated with the Organization's property and equipment had been incorrectly reported in the Organization's 2015 financial statements. This error resulted in net property and equipment as of December 31, 2015 being overstated by \$65,019. To correct for the effect of this error, beginning net assets included in the accompanying statement of activities for the year ended December 31, 2016 were reduced by \$65,019 from the December 31, 2015 net assets balance included in the Organization's 2015 financial statements.

3. Liquidity

The Organization has incurred significant reductions in its net assets in recent years and has accumulated a deficit in unrestricted net assets of \$51,547 as of December 31, 2016. The Organization used cash of \$19,932 in operating activities in 2016. In addition, as of December 31, 2016, the Organization's current liabilities exceeded its current assets by \$65,707. The Organization's management is in the process of replacing less profitable service contracts with more profitable contracts and reducing expenses, wherever possible, in an effort to attain profitability. No assurance can be provided that such efforts will be successful.

4. Property and Equipment

Major classifications of property and equipment are summarized as follows as of December 31, 2016:

Machinery and equipment	\$ 67,040
Vehicles	<u>259,870</u>
Total property and equipment	326,910
Less accumulated depreciation	<u>(263,004)</u>
Property and equipment, net	<u>\$ 63,906</u>

Depreciation expense on property and equipment for the year ended December 31, 2016 was \$25,583.



ADVANTAGE SERVICES, INC.
Notes to Financial Statements
Continued

5. Accrued Liabilities

Accrued liabilities consist of the following as of December 31, 2016:

Payroll and bonuses	\$	38,426
Payroll taxes		17,622
Other employee benefits		<u>12,086</u>
	\$	<u>68,134</u>

6. Long-term Debt

Long-term debt consists of the following as of December 31, 2016:

Non-interest bearing payable to Valley Behavioral Health requiring 50 monthly payments of \$4,000. The note is secured by property and equipment and matures in February 2019.	\$	89,794
Add unamortized premium on imputed interest		<u>6,206</u>
Total of payments remaining	\$	<u>96,000</u>

US GAAP require the Organization to record imputed interest on loan obligations with below-market interest rates. The imputed interest is considered a deemed contribution to the Organization in the year received. The Organization calculated the deemed contribution in 2014 to be \$25,207, using an effective interest rate of 6.5%, and classified this contribution as a temporarily restricted net asset. During 2016, \$7,284 of the temporarily restricted balance was accreted to the note payable obligation, released from temporarily restricted net assets, and recognized as interest expense.



ADVANTAGE SERVICES, INC.
Notes to Financial Statements
Continued

- 6. Long-term Debt (Continued)** Future maturities of long term debt and amortization of the premium on imputed interest:

<u>Years Ending December 31,</u>	<u>Debt</u>	<u>Imputed Interest</u>
2017	\$ 43,442	\$ 4,558
2018	46,352	1,648
	<u>\$ 89,794</u>	<u>\$ 6,206</u>

7. Commitments

Operating Leases

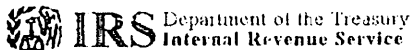
The Organization leases an office facility under a non-cancelable operating lease with escalating rent payments. The agreement expires in 2017 with an option to renew. Rental expense under this operating lease was \$33,008 for the year ended December 31, 2016. Minimum lease payments for 2017 total \$28,283. On June 30, 2017, this lease was renewed for an additional three years, expiring in 2020, resulting in additional future minimum lease payments of \$6,146 in 2017; \$37,060 in 2018; \$38,170 in 2019; and \$32,600 in 2020.

8. Restrictions on Net Assets

A deemed contribution related to a note payable obligation with below market interest rate was classified as a temporarily restricted net asset in 2014. The accretion of the imputed interest relieved a portion of the restricted balance during the year (see note 5).

9. Subsequent Event

In March 2017, the Organization discontinued the operations for grounds maintenance and liquidated the associated assets. Service revenues related to grounds maintenance totaled approximately \$650,000, or 41% of total service revenues for 2016. While this decision will result in a decrease in future revenues, at least in the foreseeable future, management believes expenses relating to these services exceeded revenues and the effect on the change in net assets will be positive.



OGDEN UT 84201-0046

In reply refer to: 0423246387
Feb. 06, 2015 LTR 252C 0
87-0503440 000000 00
Input Op: 0423246387 00005973
BODC: TE

ADVANTAGE SERVICES INC
513 W 800 S
SALT LAKE CTY UT 84101-2234



001708

Taxpayer Identification Number: 87-0503440

Dear Taxpayer:

Thank you for the inquiry dated Dec. 23, 2014.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at www.irs.gov or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____

Sincerely yours,

Sheila Bronson
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

**Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code**

OMB No. 1545-0056

If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully.

A User Fee must be attached to this application.

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.

Part I Identification of Applicant

1a Full name of organization (as shown in organizing document) Valley Services, Inc.		2 Employer identification number (If none, see instructions.) 87 : 0503440
1b c/o Name (if applicable)	3 Name and telephone number of person to be contacted if additional information is needed Jon P. Gilbert (801) 965-8145	
1c Address (number, street, and room or suite no.) 3685 West 6200 South		
1d City or town, state, and ZIP code Salt Lake City, UT 84118		4 Month the annual accounting period ends December
5 Date incorporated or formed 12/24/92	6 Activity codes (See instructions.) 602 160 254	7 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k)
8 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? If "Yes," attach an explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
9 Has the organization filed Federal income tax returns or exempt organization information returns? If "Yes," state the form numbers, years filed, and Internal Revenue office where filed. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

10 Check the box for your type of organization. BE SURE TO ATTACH A COMPLETE COPY OF THE CORRESPONDING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a ☒ **Corporation**— Attach a copy of your Articles of Incorporation, (including amendments and restatements) showing approval by the appropriate State official; also include a copy of your bylaws.
- b ☐ **Trust**— Attach a copy of your Trust Indenture or Agreement, including all appropriate signatures and dates.
- c ☐ **Association**— Attach a copy of your Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of your bylaws.

If you are a corporation or an unincorporated association that has not yet adopted bylaws, check here ☐

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please
Sign
Here


(Signature)

President / Sec.
(Title or authority of signer)

5/24/93
(Date)

For Paperwork Reduction Act Notice, see page 1 of the instructions.

Complete the Procedural Checklist (page 7 of the instructions) prior to filing.