

SBA 504: The Money That Makes America Work!

As a successful small business owner, you help provide more job opportunities than any other sector of the economy. Yet, when you look for financing to meet your expansion needs, conventional sources are limited. Where can you turn for help? The answer is Certified Development Companies (CDCs) who have partnered with the Small Business Administration to offer you the 504 Loan Program.

With 504, you get long term, fixed-rate financing at a reasonable interest rate. And the best new is that you typically put in only 10%. A 504 is for the purchase and use of long-term fixed assets such as land, building, or certain equipment. As the first national financing program specifically designed for expanding small businesses whose investment will create jobs, 504 loans are truly the money that makes America work.

What is a CDC?

A Certified Development Company serves your community to finance business expansion needs through 504. Its professional staff works directly with you to tailor a financing package that meets program guidelines and the credit capacity of your business. There are more than 250 CDCs serving communities throughout the nation.

What does a typical 504 financing package look like?

In most cases, a bank will provide 50% of the financing, the CDC (SBA) will provide 40% of the financing, and the small business owner will provide a 10% equity injection:

BANK | 50%

- § Interest rate is usually set at the current market rate (may be fixed or variable)
- § 10 year term on real estate
- § 7 year term on equipment
- § First lien on real estate and/or equipment

CDC | 40%

- § Interest rate is fixed
- § 20 year term on real estate
- § 10 year term on equipment
- § Second lien on real estate and/or equipment

SMALL BUSINESS I 10%

§ Cash equity injection

Project Example (Real Estate):

| Project: \$1,000,000 | Bank | CDC | Small Business |
|-----------------------------|--------------------------------------|-----------------|-----------------------|
| Loan Amount | \$500,000 | \$400,000 | \$100,000 |
| % of Project | 50% | 40% | 10% |
| Term | 10 yr. note (20 yr. amortization) | 20 yrs. | Equity Injection |
| Interest Rate | Market | Fixed | |
| Collateral | First Mortgage | Second Mortgage | |

Who is eligible?

Independently-owned, for-profit businesses that meet 504 project requirements are eligible. Generally, these are businesses which are ready to expand by purchasing fixed assets ranging from \$120,000 to several million dollars.

What are the terms?

On the 504 loan, you get a reasonable fixed rate of interest and terms of 20 years for real estate and 10 years for equipment, with level debt payments.

How do I apply?

Contact your local Certified Development Company:

Arcata Economic Development Corporation
Kelli Denney, Loan Manager
100 Ericson Court, Suite 100
Arcata, California 95521
(707) 822-4616, ext. 14
kellid@aedc1.org
www.aedc1.org

Serving the following Northern California Counties: Humboldt, Del Norte, Trinity, Siskiyou, Mendocino and Lake

**ARCATA ECONOMIC DEVELOPMENT CORPORATION
SBA 504 LOAN PACKAGE CHECKLIST**

| <u>Item Description</u> | <u>Need</u> | <u>Have</u> |
|---|-------------|-------------|
| • The following documents are required by proprietor(s), partners, management, directors, and officers regardless of ownership; and by shareholders owning 20% or more of stock if corporation: | | |
| - Personal History Statement - SBA Form 912 (enclosed)..... | _____ | _____ |
| - Management Resume (enclosed)..... | _____ | _____ |
| • The following documents are required by each proprietor, partner and stockholder holding 20% or more of stock if corporation: | | |
| - Personal Financial Statement - SBA Form 413 (enclosed)..... | _____ | _____ |
| - Personal Tax Returns (IRS 1040 Form - complete copy) for most recent 3 years..... | _____ | _____ |
| • Company historical financial information for the most recent 3 years: | | |
| - Income Statements & Balance Sheets..... | _____ | _____ |
| - Federal Tax Returns if Partnership or Corporation..... | _____ | _____ |
| - Aging of Accounts Payable (if applicable)..... | _____ | _____ |
| - Aging of Accounts Receivable (if applicable)..... | _____ | _____ |
| - Debt Schedule & Previous Government Financing (see enclosed)..... | _____ | _____ |
| • Company interim financial statement (less than 60 days old)..... | _____ | _____ |
| • Itemized month by month projection of earnings with cash flow for at least one full year. <i>Narrative should be included explaining how the figures were attained</i> | _____ | _____ |
| • Affiliate(s) or Subsidiary(s) | | |
| - Interim Financial Statement..... | _____ | _____ |
| - Company Tax Returns for most recent 3 years..... | _____ | _____ |
| • Business plan (sample outline enclosed)..... | _____ | _____ |
| • Copy of lease or proposed lease..... | _____ | _____ |
| • Purchase agreements or options to acquire real estate..... | _____ | _____ |
| • Appraisal on the real estate to be acquired..... | _____ | _____ |
| • Environmental Questionnaire..... | _____ | _____ |
| • If Construction: provide plans & specifications, plat map and construction bid/cost breakdown..... | _____ | _____ |
| • Schedule of Collateral - SBA Form 4 Schedule A (enclosed)..... | _____ | _____ |
| • If Franchise, submit a copy of Franchise Agreement and Circular..... | _____ | _____ |
| • Lender Commitment Letter..... | _____ | _____ |
| • If Partnership, submit the following: | | |
| - Partnership Agreement..... | _____ | _____ |
| - Certificate as to Partners - SBA Form 160A (enclosed)..... | _____ | _____ |
| • If Corporation or Limited Liability Company, submit the following: | | |
| - Articles of Incorporation & Bylaws or Articles of Organization & Membership Agreement..... | _____ | _____ |
| - Resolution from Board of Directors - SBA Form 160 (enclosed)..... | _____ | _____ |
| • If Sole Proprietor, submit the following: | | |
| - Copy of Fictitious Business Name Statement..... | _____ | _____ |
| • Signed Application for Section 502/504 Loan (enclosed)..... | _____ | _____ |
| • Signed Request for Copy or Transcript of Tax Form 4506 (enclosed)..... | _____ | _____ |
| • Copy of Business License..... | _____ | _____ |
| • Other: _____ | _____ | _____ |
| • Other: _____ | _____ | _____ |

SBA 504 Business Information Sheet

Name of Borrower or Eligible Passive Company (owner/holder of title to the subject property):

Name of Small Business or Operating Company:

Date Business Established: _____

Phone: _____ Fax: _____ Email: _____

Type of Business:

_____ Sole Proprietor _____ Partnership _____ Corporation _____ LLC

Type of Product or Service Provided:

Total number of existing employees: _____

Total number of jobs to be created as a result of the project within the next two years: _____

Total number of jobs to be retained as a result of the project: _____

Name of Accountant:

Phone Number:

Name of Attorney:

Phone Number:

Borrower Signature

Date

Borrower Signature

Date

SBA 504 Project Information Sheet

Please provide information regarding the planned use of funds, including borrower's cash injection. Please be as accurate as possible when breaking out anticipated use of funds.

| <u>Project Items</u> | <u>Project Cost</u> |
|---|---------------------|
| Land and Building Acquisition | \$ _____ |
| Land Acquisition | \$ _____ |
| Building Construction/Improvements | \$ _____ |
| Machinery/Equipment Acquisition | \$ _____ |
| Furniture/Fixtures/Leasehold Improvements | \$ _____ |
| Other: _____ | \$ _____ |
| Other: _____ | \$ _____ |
| Total Project Cost: | \$ _____ |
| Less Borrower's Cash Injection**: | \$ _____ |

State source of borrower's cash injection (i.e. personal cash resources, existing business resources, equity in property, etc.):

Borrower Signature

Date

Borrower Signature

Date

**** Borrower cash injection is a minimum of the following:**

10% of total project costs if business is existing

15% of total project costs if 1) business is a start-up or 2) business is existing & subject commercial property is considered "special purpose" or "single purpose" (has only one specific use)

20% of total project costs if business is a start-up and the subject commercial property is considered "special purpose"

NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance. The information is required in order for SBA to have sufficient information to determine whether to provide you with the requested assistance. The information collected may be checked against criminal history indices of the Federal Bureau of Investigation.

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrieved by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) the Small Business Act (the Act), 15 USC § 636 (a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC §§ 634(b)(11) and 687b(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

When the information collected on this form indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See 74 Fed. Reg. 14890 (2009) for other published routine uses.



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name Business Phone

Residence Address Residence Phone

City, State, & Zip Code

Business Name of Applicant/Borrower

| ASSETS | | (Omit Cents) | LIABILITIES | | (Omit Cents) |
|--|----|--------------|---|----|--------------|
| Cash on hand & in Banks | \$ | _____ | Accounts Payable | \$ | _____ |
| Savings Accounts | \$ | _____ | Notes Payable to Banks and Others | \$ | _____ |
| IRA or Other Retirement Account | \$ | _____ | (Describe in Section 2) | | |
| Accounts & Notes Receivable | \$ | _____ | Installment Account (Auto) | \$ | _____ |
| Life Insurance-Cash Surrender Value Only | \$ | _____ | Mo. Payments \$ _____ | | |
| (Complete Section 8) | | | Installment Account (Other) | \$ | _____ |
| Stocks and Bonds | \$ | _____ | Mo. Payments \$ _____ | | |
| (Describe in Section 3) | | | Loan on Life Insurance | \$ | _____ |
| Real Estate | \$ | _____ | Mortgages on Real Estate | \$ | _____ |
| (Describe in Section 4) | | | (Describe in Section 4) | | |
| Automobile-Present Value | \$ | _____ | Unpaid Taxes | \$ | _____ |
| Other Personal Property | \$ | _____ | (Describe in Section 6) | | |
| (Describe in Section 5) | | | Other Liabilities | \$ | _____ |
| Other Assets | \$ | _____ | (Describe in Section 7) | | |
| (Describe in Section 5) | | | Total Liabilities | \$ | _____ |
| Total | \$ | _____ | Net Worth | \$ | _____ |
| | | | Total | \$ | _____ |

| Section 1. Source of Income | Contingent Liabilities |
|--------------------------------------|--|
| Salary | As Endorser or Co-Maker |
| Net Investment Income | Legal Claims & Judgments |
| Real Estate Income | Provision for Federal Income Tax |
| Other Income (Describe below)* | Other Special Debt |

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

| Name and Address of Noteholder(s) | Original Balance | Current Balance | Payment Amount | Frequency (monthly, etc.) | How Secured or Endorsed Type of Collateral |
|-----------------------------------|------------------|-----------------|----------------|---------------------------|--|
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| Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed). | | | | | |
|---|--------------------|--|---------------------------------|----------------------------|-------------|
| Number of Shares | Name of Securities | Cost | Market Value Quotation/Exchange | Date of Quotation/Exchange | Total Value |
| | | | | | |
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| Section 4. Real Estate Owned. | | (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.) | | | |
| | | Property A | Property B | Property C | |
| Type of Property | | | | | |
| Address | | | | | |
| Date Purchased | | | | | |
| Original Cost | | | | | |
| Present Market Value | | | | | |
| Name & Address of Mortgage Holder | | | | | |
| Mortgage Account Number | | | | | |
| Mortgage Balance | | | | | |
| Amount of Payment per Month/Year | | | | | |
| Status of Mortgage | | | | | |
| Section 5. Other Personal Property and Other Assets. | | (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency) | | | |
| | | | | | |
| Section 6. Unpaid Taxes. | | (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.) | | | |
| | | | | | |
| Section 7. Other Liabilities. | | (Describe in detail.) | | | |
| | | | | | |
| Section 8. Life Insurance Held. | | (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries) | | | |
| | | | | | |
| I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001). | | | | | |
| Signature: | | Date: | Social Security Number: | | |
| Signature: | | Date: | Social Security Number: | | |
| PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB. | | | | | |

PLEASE LIST ALL EXISTING BUSINESS DEBTS

DEBT SCHEDULE

Date _____*

| CREDITOR NAME/ADDRESS | ORIGINAL AMOUNT | ORIGINAL DATE | PRESENT BALANCE | INT. RATE | MATURITY DATE | MONTHLY PAYMENT | SECURITY | CURRENT OR DELINQUENT |
|----------------------------------|----------------------------|--------------------------|----------------------------|----------------------------------|--------------------------|----------------------------|-----------------|----------------------------------|
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| TOTAL PRESENT BLANCE** | | | | TOTAL MONTHLY PAYMENT | | | | |

* Should be the same date as current financial statement
 ** Total must agree with balance shown on current financial statement

Signature _____

Date _____

PLEASE LIST ALL EXISTING & PREVIOUS GOVERNMENT FINANCING

Previous Government Financing

Date _____*

| CREDITOR NAME/ADDRESS | ORIGINAL AMOUNT | ORIGINAL DATE | PRESENT BALANCE | INT. RATE | MATURITY DATE | MONTHLY PAYMENT | SECURITY | CURRENT OR DELINQUENT |
|----------------------------------|----------------------------|--------------------------|----------------------------|----------------------------------|--------------------------|----------------------------|-----------------|----------------------------------|
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| TOTAL PRESENT BLANCE** | | | | TOTAL MONTHLY PAYMENT | | | | |

* Should be the same date as current financial statement
 ** Total must agree with balance shown on current financial statement

Signature _____

Date _____

ARCATA ECONOMIC DEVELOPMENT CORPORATION

100 Ericson Court, Suite 100
Arcata, CA 95521
(707) 822-4616

BUSINESS PLAN OUTLINE

In addition to your financial information, a narrative business plan is also needed. *Note: This outline is intended to assist in developing a business plan. A business should address the key areas in a way which best summarizes the business and/or project.*

1. Description of the Business
 - Name and location
 - Legal Structure (sole proprietorship, partnership, or corporation)
 - Principal /owner, name, address, telephone, percent ownership
 - Nature of Business
 - History of Business
2. Product or Service
 - Describe product line(s) or type(s) of service
 - Describe materials and supply sources
 - Methods of production
 - Quality and cost of production or service
3. Market Information
 - Market area and trends
 - Customers and potential new customers
 - Competition, names, locations, and size
 - Advantage of your product/service over others
4. Advertising and Distribution
 - Methods of advertising and promotion
 - Sales methods/pricing policy
 - Customer service
5. Facilities
 - Location
 - Size, zoning
 - Age and condition
 - Expansion opportunities
6. Management and Personnel
 - Management expertise
 - Key personnel (positions, qualifications)
 - Professional services
 - Present and future manpower requirements
 - Personnel breakdown-skill levels, hours, wage rates, unionization, etc.
7. Benefits to the Community
 - Jobs created/retained
 - Meeting community needs
 - Increased tax base
8. Summary of Future Plans
 - Short range and long range (next three years)
 - Expansion
 - Relocation

ENVIRONMENTAL QUESTIONNAIRE
(To be completed by the Owner and/or Seller of the subject property)

APPLICANT NAME: _____

BUSINESS NAME: _____

PROPERTY LOCATION : _____

PROPERTY OWNER'S NAME: _____

1. What are the prior, current and planned uses for the property?

2. To the extent possible, what are the prior, current and planned uses of all adjoining property.

3. Please answer the following:
 - Are there any chemicals used in the operation of the facility/business?

 - Are there any discarded chemical containers?

 - Are there any waste piles of any type (including buried waste)

 - Are there any underground storage tanks? If so, how many, where are they located, what were they used for and are they currently in use?

 - Is there any distressed vegetation or non-vegetative areas on the subject property?

 - Are there any oily films on standing water?

 - Are there any discolored soils?

 - Are there any unusual odors?

4. Does the property have all relevant environmental permits and/or notifications in place?
5. Has the facility/subject property ever been involved in any of the following:
- Any citations, claims or complaints regarding environmental problems? If yes, please explain.
 - Any notice of violations? If yes, please explain.
 - Any environmental clean-up actions? If yes, please explain.

Acknowledgement by the Owner and/or Seller of the Property:

I acknowledge that I have read this questionnaire and have responded to the issues and questions posed therein to the best of my knowledge.

Business Name (please print clearly)

By: _____
Name & Title (please print clearly)

By: _____
Authorized Signature

Date: _____



U.S. SMALL BUSINESS ADMINISTRATION
CERTIFICATE AS TO PARTNERS

SBA LOAN NO.

We, the undersigned, are general partners doing business under the firm name and style of _____ and constitute all the partners thereof.

Acts done in the name of or on behalf of the firm, by any one of us shall be binding on said firm and each and all of us.

This statement is signed and the foregoing representations are made in order to induce the _____ (hereinafter called "Lender") or the Small Business Administration (hereinafter called

"SBA"):

- 1. To consider applications for a loan or loans to said firm when signed by any one of us.
2. To make a loan or loans to said firm against a promissory note or promissory notes signed in the firm name by any one of us.
3. To accept as security for the payment of such note or notes any collateral which may be offered by any one of us.
4. To consider applications signed in the firm name by any one of us for any renewals or extensions for all or any part of such loan or loans and any other loan or loans heretofore or hereafter made by Lender or SBA to said firm.
5. To accept any other instruments or agreements of said firm which may be required by Lender or SBA in connection with such loan, renewals, or extensions when signed by any one of us.

Any indebtedness heretofore contracted and any contracts or agreements heretofore made with Lender or SBA on behalf of said firm and all acts of partners or agents of said firm in connection with said indebtedness or said contracts or agreements are hereby ratified and confirmed, and we do hereby certify that THERE IS ATTACHED HERETO A TRUE COPY OF OUR AGREEMENT OF PARTNERSHIP.

Each of the undersigned is authorized to mortgage and/or pledge all or any part of the property, real, personal, or mixed, of said firm as security for any such loan.

This statement and representations made herein are in no way intended to exclude the general authority of each partner as to any acts not specifically mentioned or to limit the power of any one of us to bind said firm and each and every one of us individually.

Lender or SBA is authorized to rely upon the aforesaid statements until receipt of written notice of any change.

Signed this _____ day of _____, 19_____.

Table with 2 columns: (Typewrite Name) and (Signature). Multiple rows for partner information.

State of _____)

County of _____)ss:

On this _____ day of _____, 19_____, before me personally appeared

_____ and _____ and _____ and _____ and _____ and _____ and _____ and _____

to be known to be the persons described in an who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

My commission expires _____

Notary Public

NOTE: If this form of notarial certificate cannot be used in the State in question, the form should be properly modified.





U.S. SMALL BUSINESS ADMINISTRATION
RESOLUTION OF BOARD OF DIRECTORS OF

SBA LOAN NO
[Empty box for SBA Loan Number]

(For Corporate Applicants)

(Name of Applicant)

(1) RESOLVED, that the officers of this corporation named below, or any one of them, or their, or any one of their, duly elected or appointed successors in office, be and they are hereby authorized and empowered in the name and on behalf of this corporation and under its corporate seal to execute and deliver to the (hereinafter called "Lender") or the Small Business Administration (hereinafter called "SBA"), as the case may be, in the form required by Lender or SBA, the following documents: (a) application for a loan or loans, the total thereof not to exceed in principal amount \$, maturing upon such date or dates and bearing interest at such rate or rates as may be prescribed by Lender or SBA; (b) applications for any renewals or extensions of all or any part of such loan or loans and of any other loans, heretofore or hereafter made by Lender or SBA to this corporation; (c) the promissory note or notes of this corporation evidencing such loan or loans or any renewals or extensions thereof; and (d) any other instruments or agreements of this corporation which may be required by Lender or SBA in connection with such loans, renewals, and/or extensions; and that said officers in their discretion may accept any such loan or loans in installments and give one or more notes of this corporation therefor, and may receive and endorse in the name of this corporation any checks or drafts representing such loan or loans or any such installments;

(2) FURTHER RESOLVED, that the aforesaid officers or any one of them, or their duly elected or appointed successors in office, be and they are hereby authorized and empowered to do any acts, including but not limited to the mortgage, pledge, or hypothecation from time to time with Lender or SBA of any or all assets of this corporation to secure such loan or loans, renewals and extensions, and to execute in the name and on behalf of this corporation and under its corporate seal or otherwise, any instruments or agreements deemed necessary or proper by Lender or SBA, in respect of the collateral securing any indebtedness of this corporation;

(3) FURTHER RESOLVED, that any indebtedness heretofore contracted and any contracts or agreements heretofore made with Lender or SBA on behalf of this corporation, and all acts of officers or agents of this corporation in connection with said indebtedness or said contracts or agreements, are hereby ratified and confirmed;

(4) FURTHER RESOLVED, that the officers referred to in the foregoing resolutions are as follows:

Table with 3 columns: (Typewrite name), (Title), (Signature). It contains five rows of blank lines for officer information.

(5) FURTHER RESOLVED, that Lender or SBA is authorized to rely upon the aforesaid resolutions until receipt of written notice of any change.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution regularly presented to and adopted by the Board of Directors of

(Name of Applicant)

at on the day of , 19 , at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; that the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names; and that the signatures set opposite their respective names are their true and genuine signatures.

(Seal)

Secretary

CERTIFICATION FOR CALIFORNIA LIMITED LIABILITY COMPANY

(Legal Name of Limited Liability Company Applicant)

We, the undersigned, are the X Member-Managers, _____ Managers, _____ Officers, of this company who are authorized and empowered to act in the name and on behalf of this company, in order to induce the Arcata Economic Development Corporation (hereinafter called "Lender"):

1. To consider applications for a loan or loans when signed by all of us;
2. To make a loan or loans to the company against a promissory note or notes signed in the company's name by all of us, or to make a loan or loans to any third party for which the company will provide a guaranty(ies) signed in the company's name by all of us;
3. To accept as security for the payment of such note(s) and/or such guaranty(ies) any collateral which may be offered by the company;
4. To consider applications signed in the company name by all of us for any renewals or extensions for all or any part of such loans(s);
5. To accept any other instruments or agreements of said company which may be required by Lender in connection with such loan(s), guaranty(ies), renewals, or extensions when signed by all of us.

Any indebtedness heretofore contracted and any contracts or agreements heretofore made with Lender on behalf of the company and all acts of members or agents of the company in connection with such indebtedness or any such contracts or agreements are hereby ratified and confirmed.

We hereby certify that attached to this Certification is a true copy of the company's Articles of Organization (LLC-1) and Operating Agreement.

The undersigned are authorized, by signature of all of us, to mortgage and/or pledge all or any part of the property, real, personal, mixed, of the company as security for any such loan and/or guaranty.

Lender is authorized to rely upon the aforesaid statements until receipt of written notice of change.

Dated: _____

Name and Title

Signature

Name and Title

Signature

Name and Title

Signature

Name and Title

Signature

U.S. SMALL BUSINESS ADMINISTRATION

PART C

Statements Required by Law and Executive Order

Federal executive agencies, including the Small Business Administration (SBA), are required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders, and they are contained in Parts 112, 113, 116, and 117, Title 13, Code of Federal Regulations Chapter 1, or Standard Operating Procedures.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Privacy Act (5 U.S.C. 552a)

A person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrievable by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) of the Small Business Act (the Act), 15 USC Section 636(a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use for SBA's loan system of records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, including business credit reports on the small business borrower and consumer credit reports and scores on the principals of the small business and guarantors on the loan for purposes of originating, servicing, and liquidating small business loans and for purposes of routine periodic loan portfolio management and lender monitoring. See 69 F.R. 58598, 58617 (and as amended from time to time) for additional background and other routine uses.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)

This is notice to you as required by the Right of Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guarantee. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government loan or loan guaranty agreement. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan or loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement.

The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan or loan guarantee or to collect on a defaulted loan or loan guarantee. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

Flood Disaster Protection Act (42 U.S.C. 4011)

Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any future financial assistance from SBA under any program, including disaster assistance.

Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961)

The SBA discourages any settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments in future floods.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.)

This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. In some instances, the business can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, in some instances SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as borrower is a certification that the OSA requirements that apply to the borrower's business have been determined and the borrower to the best of its knowledge is in compliance.

Civil Rights Legislation

All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public, on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691)

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

Executive Order 11738 -- Environmental Protection (38 C.F.R. 25161)

The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environmental protection legislation. SBA must, therefore, impose conditions on some loans. By acknowledging receipt of this form and presenting the application, the principals of all small businesses borrowing \$100,000 or more in direct funds stipulate to the following:

1. That any facility used, or to be used, by the subject firm is not cited on the EPA list of Violating Facilities.
2. That subject firm will comply with all the requirements of Section 114 of the Clean Air Act (42 U.S.C. 7414) and Section 308 of the Water Act (33 U.S.C 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in Section 114 and Section 308 of the respective Acts, and all regulations and guidelines issued thereunder.
3. That subject firm will notify SBA of the receipt of any communication from the Director of the Environmental Protection Agency indicating that a facility utilized, or to be utilized, by subject firm is under consideration to be listed on the EPA List of Violating Facilities.

Debt Collection Act of 1982 Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)

These laws require SBA to aggressively collect any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions:

- Report the status of your loan(s) to credit bureaus
- Hire a collection agency to collect your loan
- Offset your income tax refund or other amounts due to you from the Federal Government
- Suspend or debar you or your company from doing business with the Federal Government
- Refer your loan to the Department of Justice or other attorneys for litigation
- Foreclose on collateral or take other action permitted in the loan instruments.

Immigration Reform and Control Act of 1986 (Pub. L. 99-603)

If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986 (Pub. L. 99-603). For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan or guaranty under section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)

Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

Agreement of Nonemployment of SBA Personnel

I agree that if SBA approves this application, I will not for at least two years hire an employee or consult anyone who was employed by the SBA during the one year period prior to the disbursement of the debenture.

Certification as to Payment for Financial Assistance

I certify: I have not paid anyone connected with the Federal government for help getting this financial assistance. I also agree to report to the SBA Office of Inspector General, 409 Third Street S.W., Washington, D.C. 20416, any Federal government employee who offers in return for any type of compensation to help get this application approved. I understand that I need not pay anybody to deal with SBA. I also understand that a Certified Development Company may charge the applicant a percentage of the loan proceeds as set forth in SBA regulations as a fee for preparing and processing the loan applications. I agree to pay for or reimburse SBA for the cost of any surveys, title or mortgage examinations, appraisals, etc., performed by non-SBA personnel provided that I have given my consent.

Certification as to Non-relocation

Regulations issued by SBA prohibit the making of loans that will result in significant increase of unemployment in any area of the country (13 CFR 120.881(a)). In the event that proceeds from this loan are used to provide a facility for relocation of the beneficiary small business concern (including any affiliate, subsidiary or other business entity under direct, indirect or common control), the undersigned certifies that such relocation will not significantly increase unemployment in the area of the original location.

Executive Order 12549, Debarment and Suspension (13 CFR 145)

1. The prospective lower tier participant certifies, by submission of this loan application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the loan application.

Conflicts of Interest

No overlapping relationship exists between the small business concern, including its associates, and the CDC, including its associates, or any other lender providing financing for the project that could create an appearance of a conflict of interest as defined in 13 CFR 120.140 or violate 13 CFR 120.851. No such relationships existed within six months of this application or will be permitted to exist while assistance is outstanding.

Other Agreements and Certifications

I authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate with SBA's guaranteed debenture. I waive all claims against SBA and its consultants for any management and technical assistance that may be provided. In consideration for assistance from the Small Business Administration, I hereby agree that I will comply with all Federal laws and regulations to the extent that they are applicable to such assistance, including conditions set forth in this application. I, my spouse, or any member of my household, or anyone who owns, manages, or directs the business or their spouses or members of their households do not work for the SBA, Small Business Advisory Council, SCORE or ACE, any Federal agency, or the participating lender. If someone does, the name and address of such person and where employed is provided on an attached page.

Applicant Notifications

I or any of the officers of my company _____ have/ _____ have not been involved in bankruptcy or insolvency proceedings. If so, I have attached copies of the proceedings.

I or my business _____ is/ _____ is not involved in any pending lawsuits. If so, I have attached a description.

Applicant's Acknowledgment

My signature acknowledges receipt of these Statements Required by Laws and Executive Orders, that I have read it and that I have a copy for my files. My signature represents my agreement to comply with the requirements SBA makes in connection with the approval of my loan request and to comply, whenever applicable, with the limitations contained in these Statements.

Certification as to Application Accuracy

All information in this application, including exhibits, is true and complete to the best of my knowledge and is submitted to SBA so that SBA can decide whether to approve this application. Whoever makes any statement knowing it to be false, or whoever willfully overvalues any security, for the purpose of obtaining any loan, or substitution of security therefore, or for the purpose of influencing in any way the action of SBA, or for the purpose of obtaining money, property, or anything of value, under the Small Business Investment Act, as amended, may be punished by a fine of not more than \$5,000 or by imprisonment for not more than two years, or both, pursuant to the Federal law at 15 U.S.C. 645.

Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up a material fact by any trick, scheme or device, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry may be fined up to \$10,000 or imprisoned for up to 5 years, or both, pursuant to the Federal law at 18 U.S.C. 1001.

(Each Proprietor, each General Partner, each Limited Partner or Stockholder owning 20% or more, and each Guarantor must sign. Each person should only sign once.)

If Applicant is a proprietor or partnership, sign below:

If Applicant is an L.L.C. or corporation, sign below:

Name of Business

Corporate Name

By: _____ Date: _____

By: _____ Date: _____

Attested by: _____ (seal, if required)

Additional Proprietors, Partners, Stockholders or Guarantors as required.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Form **4506-T**

(Rev. April 2006)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed.**
Read the instructions on page 2.

▶ **Request may be rejected if the form is incomplete, illegible, or any required line was blank at the time of signature.**



OMB No. 1545-1872

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506**, Request for Copy of Tax Return. There is a fee to get a copy of your return.

| | |
|---|---|
| 1a Name shown on tax return. If a joint return, enter the name shown first. | 1b First social security number on tax return or employer identification number (see instructions) |
| 2a If a joint return, enter spouse's name shown on tax return | 2b Second social security number if joint tax return |
| 3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code | |
| 4 Previous address shown on the last return filed if different from line 3 | |
| 5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information. | |

Caution: If a third party requires you to complete Form 4506-T, **do not sign Form 4506-T if lines 6 and 9 are blank.**

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days

c Record of Account, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2003, filed in 2004, will not be available from the IRS until 2005. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

_____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____ _____ / _____ / _____

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

| | | | |
|------------------|--|------|---|
| Sign Here | Signature (see instructions) | Date | Telephone number of taxpayer on line 1a or 2a () - - - - |
| | Title (if line 1a above is a corporation, partnership, estate, or trust) | | |
| | Spouse's signature | Date | |

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

Note. If you are requesting more than one transcript or other product and the chart below shows two different service centers, mail your request to the service center based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2)

| If you filed an individual return and lived in: | Mail or fax to the "Internal Revenue Service" at: |
|--|---|
| District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New York, Vermont | RAIVS Team Stop 679 Andover, MA 05501 978-247-9255 |
| Alabama, Delaware, Florida, Georgia, North Carolina, Rhode Island, South Carolina, Virginia | RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 678-530-5326 |
| Arkansas, Kansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, West Virginia | RAIVS Team Stop 6716 AUUSC Austin, TX 73301 512-460-2272 |
| Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, Wyoming | RAIVS Team Stop 38101 Fresno, CA 93888 559-253-4990 |
| Connecticut, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, Ohio, Wisconsin | RAIVS Team Stop 6705-B41 Kansas City, MO 64999 816-823-7667 |
| New Jersey, Pennsylvania, a foreign country, or A.P.O. or F.P.O. address | RAIVS Team DP 135SE Philadelphia, PA 19255-0695 215-516-2931 |

Chart for all other transcripts

| If you lived in or your business was in: | Mail or fax to the "Internal Revenue Service" at: |
|--|--|
| Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming | RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922 |
| Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin | RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592 |
| A foreign country, or A.P.O. or F.P.O. address | RAIVS Team DP 135SE Philadelphia, PA 19255-0695 215-516-2931 |

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 60 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. Sections 6103 and 6109 require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6406, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.

CERTIFICATION OF EMPLOYMENT/PAYMENT OF TAXES

for purposes of
ARCATA ECONOMIC DEVELOPMENT CORPORATION
Small Business Loans

FISCAL YEAR-END ANNUAL REPORT

I hereby certify that, as of _____ the following is the number of full-time and part-time employees at our business.

- a. FULL TIME: _____
- b. FULL-TIME EQUIVALENT: _____
- c. TOTAL OF A + B _____
- d. TOTAL ANNUAL PAYROLL OF EMPLOYEES ONLY \$ _____
- e. TOTAL NUMBER OF PEOPLE EMPLOYED _____
- f. COMPANY'S FISCAL YEAR ENDS: _____

AFFIDAVIT OF CURRENT TAX STATUS

I warrant and represent that any and all of the applicable real property taxes, personal property taxes, federal income and withholding taxes, state income and withholding taxes, insurance premiums and any other assessment or public charges are current and any and all insurance policies purchased as a requirement of this loan are in full force and effect.

IN WITNESS WHEREOF, the undersigned has executed this Certificate this _____ day of _____, _____.

Signature Date

(Please Print)

Name & Title of person signing _____

Company _____

Current Mailing Address _____

Loan # _____

Please complete and return this form
By March 31 each year for the life of
Your loan to:
Arcata Economic Development Corp
100 Ericson Court, Suite 100
Arcata, CA 95521
FAX: (707) 822- 8982