

## Content #12

# Out-of-State Delivery Exemption For Foreigner's

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## Content #12A

# Out-of-State Delivery Exemption For Foreigner's (No tax is due)

## Qualifications for Exemption

- ❖ The exemption applies to a nonresident from a Foreign Country.
- ❖ The Foreigner cannot take possession of the vehicle in Arizona. We must have the vehicle transported out of state.
- ❖ Each Foreign purchaser(s) must complete a separate ADOR exempt certificate (Form 5011) in order to determine if he qualifies for the exemption
- ❖ The Foreign purchaser(s) must also have a legible copy of a current valid **driver license** issued by the Foreign Country.
- ❖ In addition, the Foreigner must provide a valid Passport (or Canadian Nexus Card or Mexican Border Crossing Card) issued by the nonresident's country of origin.

**Corporate Policy:** When giving the Purchaser(s) the form 5011, the Salesperson must first update the Purchaser(s) on the law, using the following steps:

- Notify the Purchaser(s) that Earnhardt representatives are not allowed to complete the form for them, but do want to cover a few things pertaining to the form.
- Then, show the Purchaser(s) the section 2 notation at the very bottom on the 1<sup>st</sup> page of the form and make sure they understand the notation.
- Next, show the Purchaser(s) the 2<sup>nd</sup> page and explain the affirmations the Purchaser(s) is/are making when signing the form.
- Give a form to each Purchaser in the deal to complete and sign.
- Upon completion, verify the Purchaser(s) qualify for the exemption.

### ~ADDITIONAL NOTES BASED ON TYPE OF PURCHASER~

- ❖ **A Purchaser for a Trust must be listed as a Trustee in the Trust**
- ❖ **Business Entity's Agent must be listed in the Articles of Corporation as a member (i.e., Corp Officer, Partner, LLC member)**
- ❖ **If a Purchaser is a student, must be enrolled as a non-resident in an Arizona Educational Institution**

# Content #12B

## Out-of-State Delivery For Foreigner's

### REQUIRED DOCUMENTATION / EXAMINATION

#### ❖ Trust Purchases (if applicable)

- Verify you have a copy of the Trust
- Verify the person(s) signing the purchase documentation is on the Trust
- Verify that we have all required signatures in order to substantiate the request. Review the Trust documents for a clause such as “a Trustee may not conduct business or act on behalf of our trust without the consent of the other Trustee”.
- Verify the Trust name is on all other legal documents throughout the deal

#### ❖ Business Entity Purchases (if applicable)

- Verify we have a legible copy of a Business license, Transaction Privilege License or Articles of Corporation
- Verify the address listed on the license or articles is from a **Foreign Country**
- Verify the same address and **Foreign Country** is listed on all purchase documentation
- Verify the Business Representative/Agent signing the purchase documentation is a member within the Articles of Corporation
- Complete due diligence by searching the web to determine if the Business entity has nexus in Arizona.
- Verify the payment for the vehicle is issued in the Entity name (i.e., business check, credit card or financing)
- Verify the Business entity name is on all purchase documentation

#### ❖ Arizona enrolled student (if applicable)

- Verify we have a copy of a Student I.D. Card
- Verify Student is enrolled in an Arizona educational institution
- Verify have a statement from the educational institution reflecting Student is paying out-of-state tuition fees

#### ❖ Foreign Passport or Canadian Nexus Card or border crossing card

- Verify issued by the country of residency claimed



❖ **Driver License of each Purchaser**

- Verify the license is of the actual Purchaser's
- Verify issued to each Purchaser by **Foreign Country**
- Verify the address is listed as a **Foreign Country**
- Verify is valid and current (must have been reasonably issued prior to any dates in the deal; the further the issuance date of the license is from the date of the deal, the better)
- If the Purchaser is a **Trust**
  - Verify the license is of a member on the Trust
- If the Purchaser is a **Business Entity**
  - Verify the license is of the Business Representative/Agent signing on behalf of a business entity
  - Verify the license of the Representative/Agent is from the same **Foreign Country** as the Business Entity

❖ **Foreigner Exemption - Form 5012**

- Verify that a separate form was completed by each Purchaser, and that both are in the deal.
- Verify Section 1 – Seller's information - is complete
- Verify section 2 – Purchaser's information - was fully completed by the Purchaser
- Verify a **Foreign Country** physical address & is listed on the form for the Purchaser, even though the driver license may have a PO Box listed.
- Verify both purchasers qualified as a **Foreigner**
- Verify for **Business Entities** –
  - The **Representative/Agent's** name, personal address, phone #, & auto insurance are listed in the applicable lines.
  - The **Business Entity's** information is completed as well in the applicable lines.
- Verify that every question on 1<sup>st</sup> page is answered and initialed by the Purchaser or Representative/Agent. **Exceptions:**
  - **Student is not** required to answer questions 1-3 of form 5012; however the **Spouse** of the Student **is** required to answer all of the questions on form 5012 (unless also a AZ Student)
  - Verify the Purchasers actually qualified as nonresidents
- Verify page 2 (Purchaser Affirmation) was completed and signed by the Purchaser or the Representative/Agent.

❖ **Additional Form 5012 Review**

- Verify the documents in the deal to determine if there is anything that is contradicting the answer.
- **Business entities**, run a web search on line to find out if the business has nexus in Arizona

❖ **Auto Insurance Card**

- Verify the policy number is the same listed on the form 5012
- Verify the copy denotes the **Foreigners Address**
- Verify the insurance card is for the Purchaser(s)
- For a **Business Entity**
  - Verify the insurance card is for the Representative/Agent

- ❖ **Verify the name and address of the Purchaser (or) Business Entity is listed on all legal documents throughout the deal.**
  - Form 5012
  - Form 5010
  - Buyers Order
  - Credit application / Purchasers Statement (if applicable)
  - 90-day nonresident registration permit
  
- ❖ **Out-of-State Delivery - Form 5010**
  - Verify both pages of the form are in the deal (Sellers Page and Purchasers Page)

**If delivery is by transporter:**

  - Under SELLER CERTIFICATION, the second box is checked and person named in DELIVERY OF VEHICLE has signed and dated the form.
  - Verify date is same as on Bill of Lading.
  - Verify following notarization is on the same date and notarized by **our** notary.
  - The second page is **NOT** needed (Replaced by BOL noted further below)

**If delivery is by our Agent across the border:**

  - Under SELLER CERTIFICATION, the first box is checked and person named in DELIVERY OF VEHICLE has signed and dated the form.
  - Verify notarization is on the same date and has been notarized by an **out-of-state** notary.
  - The second page is to be filled out by the Purchaser/Representative, starting with Purchaser's information.
  - Verify Purchaser/Representative has signed and dated 2<sup>nd</sup> page with the same date as our Agent on the 1<sup>st</sup> page.
  - Verify Purchaser's/Representative's signature has also been notarized by an **out-of-state** notary on the same date as the notary on the 1<sup>st</sup> page.
  - Our Agent is to keep both pages of Form 5010 (to be placed in deal).
  
- ❖ **Bill-of-Lading (BOL) – (if applicable)**
  - Verify a copy of the BOL is in deal
  - Verify BOL notes:
    - Make, Model & VIN of the vehicle in the deal
    - Where the vehicle was picked up and the address where it is to be delivered
    - Date when the transport picked up the vehicle (**Verify date is the same date as delivery date on the 1<sup>st</sup> page of the Form 5010**)
  - Verify there is evidence we paid for transportation (billing and/or check)
  
- ❖ **Delay of Delivery Form – (if applicable)**
  - Form is needed if there is more than a 3 day discrepancy between:
    - The B/O date versus the form 5010 Notarized Date of Delivery
  - Verify that a box is marked and is signed by the Mgr handling the transaction



❖ **90-day nonresident registration permit**

- Verify a copy is in the deal
- Verify the copy denotes the out-of-country, nonresident address
- **Verify the issued date is within one day of the 5010 Delivery Dates.** If not, a written statement reflecting reasonable grounds is required.
- Does **NOT** need the permit affidavit signed; it was replaced by the 2<sup>nd</sup> page of form 5012



## MEMORANDUM

**DATE:** April 29, 2010

**TO:** Larry Storjohann, Robbyn McDowell, GM's, Controllers and Office Managers

**FROM:** Lorrie Terrazas  
Internal Audit Director

**RE:** Tax Exemptions for Foreigners

~~~~~

This memo is driven by the many questions in regards to Foreigner Exemptions. Please use this memo as guidance when considering Foreigners as tax exempt and please note that the basic exempt requirements noted below ARE NOT the full requirements. (Refer to the Tax Reference Guide under the following exemptions to get the full details.)

In the State of Arizona, there are only two tax exemptions for which "Foreigners" qualify. They are:

- **INTERSTATE COMMERCE - Basic exemption requirements are as follows:**
  - The order for the vehicle must have originated outside of Arizona
  - The "Foreign" purchaser must not have been in Arizona when the order originated.
  - The selling dealer is responsible for the cost of transporting the vehicle. However, we can recoup the cost from the purchaser.
  - The vehicle must be delivered outside of Arizona, preferably to the state from where the vehicle will be exported.
    - It is highly recommended to have documentation (a note) in the deal that the customer will be exporting the vehicle
  - A 90-day nonresident drive out permit should be issued for the vehicle
  - **EXEMPT CERTIFICATES REQUIRED:**
    - Form 5000
  
- **OUT-OF-STATE DELIVERY - Basic exemption requirements are as follows:**
  - The "Foreigner" must prove they are from a different country in which they reside (via a Current Foreign passport or Border crossing card.) and their DL must be from the same country
  - The selling dealer is responsible for the cost of transporting the vehicle. However, we can recoup the cost from the purchaser.
  - Arrangements to have the vehicle delivered by transporter must be arranged by the selling dealer.

- The selling dealer is responsible for the cost of transporting the vehicle (can recoup the cost from the purchaser).
- The vehicle must be delivered outside of Arizona, preferably to the state from where the vehicle will be exported.
  - It is highly recommended to have documentation (a note) in the deal that the customer will be exporting the vehicle
- A 90-day nonresident drive out permit must be issued for the vehicle
- **EXEMPT CERTIFICATES REQUIRED**
  - Form 5012
  - Form 5010 (with BOL if applicable)

**In both exemptions, you will notice that “Foreign” purchaser’s ARE NOT allowed to take delivery of the vehicle in Arizona!**

*Question:* Many have questioned whether or not a Foreign Dealer qualifies for the exemption of Sale for Resale. This means that the foreigner can take delivery of the vehicle at our dealership.

*Answer:* In discussion with ADOR, they reminded us that we must be able to take the exempt documentation in “good faith”. Therefore, being that the Foreigner is taking delivery of the vehicle in Arizona, we cannot really take it good faith that the vehicle is being used in the other country for resale purposes. It was highly recommended that we do not practice this exemption with Foreigners. If we do, the only protection we would have is if we (Earnhardt’s) handle all the exportation and costs of exportation for the purchaser. In previous discussions, we chose not to do so.

**EXPORTATION DOCUMENTATION:** We DO NOT want to complete any exportation documentation documents for the foreign purchaser; it is the purchaser’s responsibility. We can however, give the purchaser information that is required, as long as it pertains to the deal in which the vehicle was sold. It is also ok for us to sign the exportation documents as verification that we were the selling dealer. However, make sure that whoever signs the document reviews the document to verify that the vehicle information is accurate.

**Reminder to refer to your Tax Reference Guide for the full detail of the Interstate Commerce and Out-of-State requirements and also include this memo in the same reference guide for future assistance!**

Address: 7300 W. Orchid Lane • Chandler, AZ 85226 • Phone: (480) 783-4629 • Fax: (480) 783-4626



- ➔ \* Need a Form for each purchaser (a separate form)
- ➔ \* Must have out of state DL.
- ➔ \* Must have passport or border crossing card



**Arizona Department of Revenue** **ARIZONA FORM 5012**  
**CERTIFICATE TO ESTABLISH RESIDENCY IN A FOREIGN COUNTRY PURSUANT TO A.R.S. § 42-5009(I)**

FOR PURPOSE OF A STATUTORY DEDUCTION PROVIDED BY ARS § 42-5061, SUBSECTION (A)(14) OR (A)(45); OR ARS § 42-5004 (A)(4)

**SECTION 1 - INFORMATION TO BE SUPPLIED BY SELLER.** ← Earnhardt Representative must complete

|                                                     |       |                                      |                           |                                                    |
|-----------------------------------------------------|-------|--------------------------------------|---------------------------|----------------------------------------------------|
| SELLER'S NAME AND ADDRESS:                          |       |                                      |                           |                                                    |
| YEAR:                                               | MAKE: | MODEL:                               | VIN NO.:                  | 90 DAY PERMIT NO.:                                 |
| SALES PRICE:<br>Cash price + Add's                  |       | PRICE ADJUSTMENTS:<br>Rebate + Trade | NET PRICE:<br>Taxable Amt | TOTAL TAXES PAID:<br>includes city (if applicable) |
| DRIVER'S LICENSE NO. OF PURCHASER (or Entity Rep.): |       | COUNTRY OF ISSUANCE:                 |                           | EXPIRES:                                           |
| PASSPORT NO. OR OTHER GOVT. ISSUED ID:              |       | COUNTRY OF ISSUANCE:                 |                           | EXPIRES:<br>slbe Current                           |

**SECTION 2 - TO BE COMPLETED BY PURCHASER (OR ENTITY REPRESENTATIVE)** ← Purchaser must complete.

|                                                                       |                                     |
|-----------------------------------------------------------------------|-------------------------------------|
| PURCHASER'S FULL NAME:                                                |                                     |
| COUNTRY:                                                              | TELEPHONE NO. OF RESIDENCE ADDRESS: |
| AUTO INSURANCE COMPANY:                                               | POLICY NO.:                         |
| IF PURCHASER IS A FOREIGN NONRESIDENT ENTITY, COMPLETE THE FOLLOWING: |                                     |
| ENTITY NAME:                                                          | TAX ID NO.:                         |
| FULL BUSINESS ADDRESS:                                                |                                     |

**QUESTIONS TO BE ANSWERED AND INITIALED BY PURCHASER (OR ENTITY REP.):**

**NOTE: DO NOT answer questions 1, 2, and 3 if you are a Nonresident Student enrolled at an Arizona Educational Institution paying out-of-state tuition fees. (PROVIDE COPY OF CURRENT STUDENT I.D. CARD)**

|                                                                                                                                                                                                                                  | True                     | False                    | Initial |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|---------|
| 1. I am a resident of a state in the United States.....                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 2. I do not have a valid passport or other government issued travel identification issued by the Country in which I reside.....                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 3. I am engaged in a trade, profession or occupation in Arizona in other than agricultural work or temporary seasonal work.....                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 4. I am employed in the State of Arizona.....                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 5. I have placed my children in an Arizona public school (K-12) without payment of nonresident tuition.....                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 6. I attend an Arizona educational institution and pay resident status tuition rates.....                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 7. I am an individual, partnership, company, firm, corporation or association that maintains a main office, a branch office or warehouse facilities in this state and that bases and operates a motor vehicle in this state..... | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 8. I am an individual, partnership, company, firm, corporation or association that operates a motor vehicle in intrastate transportation, for other than seasonal agricultural work.....                                         | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 9. I am purchasing this vehicle for transfer to a resident of Arizona.....                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 10. I have a valid driver's license issued by a state in the United States.....                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 11. I am registered to vote in the State of Arizona.....                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 12. I file Resident status income tax returns, or business tax returns in the State of Arizona.....                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| 13. The insurance policy listed above (other than a temporary binder) is issued under the laws of Arizona.....                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | _____   |

**SECTION 2 INFORMATION THAT INDICATES AN ARIZONA ADDRESS OR AN ANSWER OF TRUE TO ANY OF THE ABOVE QUESTIONS, WILL MAKE THIS PURCHASER INELIGIBLE FOR THE STATUTORY DEDUCTIONS LISTED AT THE TOP OF THIS PAGE.**

ADOR 60-5605 (9/08)

\* refers to the custodial parent  
 if the purchaser is the custodial parent + has children in AZ school - True.  
 if the purchaser is the non-custodial parent + has children in AZ school - False.

Purchaser must complete this page!

**AFFIDAVIT OF NONRESIDENCY IN FOREIGN COUNTRY**

**AFFIRMATIONS OF PURCHASER:**

I will not register this vehicle in Arizona and will not use this vehicle in Arizona for other than purely temporary or transitory purposes.

I will personally be liable for an amount equal to the state, county and city taxes that would have applied to a non-exempt sale, plus penalties and interest computed from the date of sale, if this vehicle is registered in Arizona within 365 days of the date of sale.

I will personally be liable for an amount equal to the state, county and city taxes that would have applied to a non-exempt sale, plus penalties and interest computed from the date of sale, if I have provided false information on this certificate.

I understand that in Arizona, it is a Class 5 Felony to "knowingly prepare, present or aid, procure or advise in preparing or presenting any return, affidavit, claim or other document which is fraudulent or is false as to any material matter, whether or not the falsity or fraud is with the knowledge or consent of the taxpayer authorized or required to present the return, affidavit, claim or document." [See A.R.S. § 42-1127(B)(2)]

I understand that I will be subject to criminal penalties if I have either omitted required information or provided false information on this certificate. [See A.R.S. § 42-1127(B)(4)]

I have verified that the driver's license and passport information provided on Page 1 is correct.

I hereby certify that the information I have provided on this Certificate is true, accurate and complete. Further, if I am the representative of a foreign nonresident entity, I certify that I am authorized to execute this Certificate on behalf of the foreign nonresident entity named above.

Signed by:



\_\_\_\_\_

\_\_\_\_\_



- ➔ Need a 90-Day permit - noting the address of the Foreign Country
- ➔ No longer need - 90-Day permit Affidavit - This Page replaces the Affidavit.



# To be Completed by the Seller !!



## ARIZONA DEPARTMENT OF REVENUE CERTIFICATE TO ESTABLISH OUT-OF-STATE DELIVERY OF MOTOR VEHICLE TO NONRESIDENT

ARIZONA FORM  
5010

FOR PURPOSE OF THE STATUTORY DEDUCTIONS PROVIDED BY A.R.S. §§ 42-5061(A)(14) AND 42-6004 (A)(4)

**This certificate is required to document the seller's out-of-state delivery of a motor vehicle to a nonresident purchaser, for purposes of the above exemptions from state transaction privilege tax and city privilege tax. If delivery is made by the seller or the seller's agent, this form must be fully completed and notarized in the state of delivery, and records of any expenses incurred in delivering the motor vehicle must be maintained by the seller. If the seller contracts with a licensed auto transporter or common carrier for the out-of-state delivery of the vehicle, the Purchaser Certification on page 2 is not required, and the seller's signature may be witnessed by an Arizona notary public.**

### SELLER INFORMATION:

|                 |                  |
|-----------------|------------------|
| SELLER'S NAME:  | TPT LICENSE NO.: |
| ADDRESS:        | PHONE NO.:       |
| CITY STATE ZIP: | ( )              |

### VEHICLE INFORMATION:

|                      |                         |
|----------------------|-------------------------|
| YEAR / MAKE / MODEL: | VIN NO.:                |
| NET SALES PRICE:     | ADOT 90 DAY PERMIT NO.: |

### DELIVERY OF VEHICLE:

|                                                                                |                 |            |
|--------------------------------------------------------------------------------|-----------------|------------|
| DELIVERY ADDRESS: <i>Address of where we deliver the vehicle</i>               | CITY STATE ZIP: |            |
| NAME OF PERSON DELIVERING VEHICLE:<br><i>should always be our agents name.</i> | JOB TITLE:      | PHONE NO.: |

### Box # SELLER CERTIFICATION (check one box):

- 1** -  I certify, under penalty of perjury under the laws of the State of Arizona, that I personally delivered the above vehicle to the delivery address indicated above.
- 2** -  I certify, under penalty of perjury under the laws of the State of Arizona, that I have delivered the above vehicle to a licensed auto transporter or common carrier who will deliver the vehicle to the above address and from whom I have received a bill of lading. (See Notice above.)

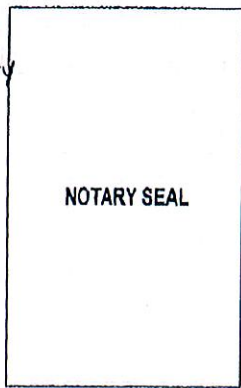
Should always be the signature of our agent listed above  
SIGNATURE OF SELLER OR PERSON DELIVERING VEHICLE

DATE OF DELIVERY

### NOTARY STATEMENT

\* State of \_\_\_\_\_ \* If Box #1 marked - s/be als Notary  
 County of \_\_\_\_\_ \* If Box #2 marked - s/be AZ Notary

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document and who acknowledged that he/she signed the above document.



NOTARY SEAL

Notary Signature: \_\_\_\_\_

Section 1  
 Section 2  
 Section 3  
 Section 4  
 Section 5

To be completed by purchaser or purchaser's agent

PURCHASER INFORMATION:

|                                                           |                       |        |
|-----------------------------------------------------------|-----------------------|--------|
| PURCHASER'S NAME (PLEASE PRINT): (OR) Representative NAME | DRIVER'S LICENSE NO.: | STATE: |
| ADDRESS:                                                  |                       |        |
| CITY STATE ZIP:                                           |                       |        |

Section 6

PURCHASER CERTIFICATION:

I certify, under penalty of perjury under the laws of the State of Arizona, that I personally accepted delivery of the above vehicle at the delivery address indicated on page 1, and that this vehicle is purchased for use outside of Arizona.

Section 7

SIGNATURE OF PURCHASER (OR) REPRESENTATIVE \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

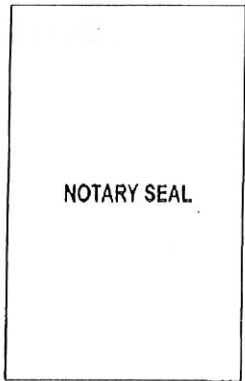
NOTARY STATEMENT

\* State of \_\_\_\_\_  
County of \_\_\_\_\_

\* s/he an o/s notary

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document and who acknowledged that he/she signed the above document.

Notary Signature: \_\_\_\_\_



Section 8

**SELLER:** Remit a copy of this form, and all other executed Form 5010's, to the Arizona Department of Revenue on a quarterly basis. Attach the associated Form 5011 or Form 5012 to each Form 5010 submitted. (See TPP 08-1 and Form 5010Q).

Mail to: **NONRESIDENT MOTOR VEHICLE PROGRAM - TPT AUDIT DIVISION**  
**ARIZONA DEPARTMENT OF REVENUE**  
**1600 W. MONROE, ROOM 620**  
**PHOENIX, AZ 85007**



## DELAYED DELIVERY FORM

Customer Name: \_\_\_\_\_

Deal Number: \_\_\_\_\_

| Check One | Reason                                                                                                                                                           | Estimated Date of Delivery |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|           | 1. Purchased by phone. Will not be in AZ to sign papers until later date. Earnhardt's will store until delivery out of AZ.                                       |                            |
|           | 2. Purchased and cannot take delivery until a later date. Earnhardt's will store until we can return for delivery out of AZ.<br><b>Customer Signature:</b> _____ |                            |
|           | 3. Purchased waiting for Service repairs to be completed before delivery out of AZ.<br><b>RO#:</b> _____                                                         |                            |
|           | 4. Vehicle stored at Earnhardt's awaiting transport company to pick up and deliver to customer.                                                                  |                            |

**NOTE:** This form is necessary when there are 3 or more days between the Buyer's Order date and the Delivery date.

|                          |            |
|--------------------------|------------|
| Information provided by: | _____      |
| (Tower/Finance Mgr)      | Print Name |
|                          | _____      |
|                          | Signature  |
| Date:                    | _____      |