

5. SALARIES

Is the rate of pay to any individual in excess of \$1,500 weekly or \$78,000 annually?

Yes No If **Yes**, list each of the top five positions with their rate of pay.

POSITION	SALARY

6. FINANCIAL STATEMENTS

Attach to this claim a copy of your operating statement and balance sheet for the immediately preceding calendar or fiscal year.

7. LIMITED LIABILITY COMPANY

Complete this section if your organization is a Limited Liability Company.

(a) IDENTIFICATION OF MEMBERS *If additional space is needed, attach a list.*

MEMBER NAME	OCC NUMBER (IF NONPROFIT)

CLASSIFICATION OF MEMBER

NONPROFIT	GOVERNMENT ENTITY
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(b) Has the LLC's operating agreement been amended since the last filing?

Yes No If **Yes**, please submit a copy of the amendment signed by all members of the LLC.

(c) Has the LLC filed any bi-annual statement of information since the last filing?

Yes No If **Yes**, please submit a copy of each bi-annual filing certified by the Secretary of State.

CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that all the information submitted with this claim, including any accompanying statements or documents, is true, correct and complete to the best of my knowledge and belief.

SIGNATURE OF CLAIMANT		DATE
NAME OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION (typed or printed)		TITLE
WEBSITE ADDRESS	TELEPHONE NUMBER ()	E-MAIL ADDRESS

**INSTRUCTIONS FOR VERIFICATION FOR CONTINUED ELIGIBILITY OF ORGANIZATIONAL CLEARANCE
CERTIFICATE — WELFARE OR VETERANS' ORGANIZATION EXEMPTION**

FILING OF CLAIM

This form was mailed to your organization to verify and update our information. The claim form must be completed, signed and filed with the Board, with supporting documents, to maintain eligibility for your *Organizational Clearance Certificate*. An officer or duly authorized representative of the organization must sign the claim. A copy of the claim should be retained by the organization. All questions must be answered; leave no blanks. Use "no," "none," or "not applicable" where needed. If you do not answer all questions, it may result in the revocation of the *Organizational Clearance Certificate*. The claim must be sent to the County-Assessed Properties Division's Exemption Section at the address listed on page 1 of the claim form. If you have any questions, you may contact the Exemption Section at **916-274-3430**.

The Constitution and statutes of the State of California require that the organization meet certain requirements. You are required to provide details on activities of the organization since the last filing of the claim form. Please review page 1 of the form for the last date a claim was filed.

DATE LAST CLAIM FILED

This date is provided on page 1 of the claim form. Please use this date in determining which amendments to various documents must be submitted to the Board.

1. ORGANIZATIONAL DOCUMENTS

Attach a certified copy of any amendments to the articles of incorporation, or comparable instrument for unincorporated organizations, since the last date a claim was filed.

2. TAX EXEMPTION STATUS

The organization submitted a tax exemption letter to the Board with the initial claim. If the tax exemption letter has subsequently been suspended or revoked, attach a copy of the letter stating that fact and a copy of the reinstatement letter, if any.

3. ACTIVITIES

State briefly all of the organization's activities since the last date a claim was filed.

4. INDEBTEDNESS

If the answer is **Yes**, list the type of obligations (such as bonds, notes, etc.), the amounts of the obligations, the payment terms, and the names of the creditors. Attach a separate schedule if necessary.

5. SALARIES

If the answer is **Yes**, list the titles of the positions (do not list the names of position holders) and the weekly or annual salary, commissions, or percentage payments.

6. FINANCIAL STATEMENTS

In submitting a copy of certified financials (balance sheet and operating statement) of the organization, the complete financial details of the organization should be included. If the nature of any item of income or expense is not clear from the account name, further information indicating the nature of the account should be appended. If you do not submit financial statements, it may result in the suspension or revocation of the *Organizational Clearance Certificate*.

7. LIMITED LIABILITY COMPANY

(a) IDENTIFICATION OF MEMBERS

An LLC must provide a list of its members with each corresponding *Organizational Clearance Certificate* number (government entities are not required to have an *Organizational Clearance Certificate*.) A limited liability company is a qualifying organization if wholly owned by tax-exempt nonprofit organization(s) qualified for the welfare exemption, or jointly owned by such organization and a government entity.

(b) OPERATING AGREEMENT AMENDMENT

If the operating agreement has been amended since the last claim was filed, provide a copy of the amended agreement which has been signed by all members of the LLC.

(c) BI-ANNUAL STATEMENT

If the LLC has filed any bi-annual statement of information since the last filing, provide a copy of each filing, certified by the Secretary of State.

THIS CLAIM IS SUBJECT TO AUDIT