

# Supporting Organization Administration Service Agreement

**THIS AGREEMENT** is entered into by and between \_\_\_\_\_  
\_\_\_\_\_, a Supporting Organization (hereinafter, the "Organization")  
organized as of the \_\_\_\_ day of \_\_\_\_\_, 200\_\_ under the laws of the state of  
\_\_\_\_\_, whether as a corporation or as a trust, and Renaissance  
Administration LLC (hereinafter the "*Administrator*"), an Indiana limited liability company.  
The Organization hereby wishes to retain the Administrator as its agent to provide  
administrative services on the terms and conditions described herein.

## ***I. Rights and Duties of the Administrator.***

1. At the request and direction of the Organization, the Administrator shall provide general consulting to assist the Organization with any or all of the following services:
  - a. Establishment of grant-making policies;
  - b. Establishment of fiscal policies;
  - c. Selection and composition of board of directors/trustees;
  - d. Compliance with applicable laws and regulations (subject to the fee schedule discussed at Paragraph III), including:
    - (i) Registration with applicable state agencies;
    - (ii) Preparation and filing of IRS Form 1023 *Application for Recognition of Exemption Under Section 501(c)(3)* and IRS Form 8718 *User Fee for Exempt Organization Determination Letter Request*.
2. The Administrator shall maintain financial accounting records for the Organization. Pursuant to this responsibility, the Administrator shall account to the Organization for the receipt of all income, the payment of all expenses, and the distribution of all grant awards.
3. The Administrator shall assist the Organization in computing the minimum amount of annual grant awards for charitable purposes to the extent such grant awards are required by law and shall help monitor annual Organization compliance with applicable laws and regulations. Further, the Administrator shall coordinate with the Investment Advisor(s) (as defined below in Paragraph V.6.a) all necessary steps regarding the making of grant awards including the liquidation of assets as necessary, the preparation of checks, and the transmittal of such checks or funds to those entitled to receive them.

4. At the request and direction of the Organization, the Administrator shall provide any or all of the following grant management services:
  - a. Collect grant proposals;
  - b. Review and evaluate grant proposals that are consistent with established program and grant-making policies and objectives;
  - c. Publicize program policies and objectives and direct public information campaigns;
  - d. Process and disburse grant awards in accordance with fiscal and program policies and objectives;
  - e. Publicize grant awards—including such information as the recipient, the amount, and the program objectives achieved; and
  - f. Monitor grant performance and effectiveness against established program policies and objectives.
  
5. Except as otherwise provided herein and in accordance with all applicable federal and state laws, the Administrator shall prepare and provide to the Organization, annually as required, one (1) executable original and one (1) copy of each of the following:
  - a. Federal tax and/or information returns for submission to the Internal Revenue Service (IRS) for each tax year of this Agreement, including (but not limited to) the following returns as the same are relevant:
    - (i) IRS Form 990 *Return of Organization Exempt From Income Tax*;
    - (ii) IRS Form 990-T *Exempt Organization Business Income Tax Return*;
    - (iii) IRS Form 990-W *Estimated Tax on Unrelated Business Taxable Income for Tax –Exempt Organizations*;
    - (iv) IRS Form 8868 *Application for Extension of Time To File an Exempt Organization Return*;
    - (v) IRS Form 4720 *Return of Certain Excise Taxes on Charities and Other Persons under Chapters 41 and 42 of the Internal Revenue Code*; and
    - (vi) IRS Form 8282 *Donee Information Return* (when applicable and after timely receipt of a properly executed and filed IRS Form 8283).
  - b. State tax and/or information returns as required for submission to the state taxing authority.
  
6. The Administrator shall prepare and provide to the Organization an annual Financial Report containing information such as:
  - a. Assets and liabilities on hand at the beginning of the reporting period, with their carrying value to the Organization and their then fair market value;
  - b. Purchases and sales of investments during the period, showing gains and losses;
  - c. Exchanges or transactions not involving any gain or loss;

- d. Income (including contributions received) collected;
  - e. Grant awards paid or accrued;
  - f. Expenses of the Organization paid or accrued;
  - g. Assets and liabilities on hand at the close of the reporting period, with their carrying value to the Organization and their then fair market value; and
  - h. Such reports as are contemplated by the performance of selected services under Paragraph I.4.
7. At the request and direction of the Organization, the Administrator shall prepare and deliver to the Organization such annual reports as are required by various state agencies (e.g. state Attorneys General, office of the Secretary of State), utilizing state-specific forms if available, and containing information such as:
- a. A copy of the Organization's annual Financial Report as described in Paragraph I.6;
  - b. The Organization's exempt charitable purpose;
  - c. A report on all grant awards made for charitable purposes for the report year and any other charitable activities;
  - d. The Organization's structure and staffing, including the names, addresses, and salary of Trustees, Directors and/or Officers; and
  - e. A statement as to where and how the public can inspect the books and records of the Organization.
8. At the request and direction of the Organization, the Administrator shall provide remedial tax return and/or accounting work ("Remedial Services") as required to bring the Organization into compliance with the applicable tax and/or accounting laws and regulations, including preparing federal tax and/or information returns and performing remedial accounting to properly reflect financial activity. Remedial Services are deemed to be outside the scope of the general administration services discussed herein and the Administration Fee associated therewith, and shall be subject to a separate Remedial Fee as provided in Paragraph III. The Organization shall provide the Administrator with all of the information necessary to provide such Remedial Services.
9. The Administrator shall retain and be responsible for the safekeeping of all Organization accounting records entrusted to it by the Organization and shall provide such records to the Organization upon request, subject to Paragraph I.13 below.
10. The Administrator is hereby authorized to release information in its custody:
- a. As required by law, for example in compliance with public disclosure requirements pertaining to IRS Form 1023 and all tax and/or information returns, and
  - b. To the person(s) authorized by the Organization in Appendices A and B of this Agreement, subject to the exercise of the Administrator's sole discretion.

11. The Administrator, in its sole discretion, shall have the power to select and retain competent agents, as it deems necessary to assist and advise it in the performance of services under this Agreement. The Administrator shall give the Organization advance written notice of its intention to retain an agent and the estimated expense to be incurred. In the event the Organization objects by written notice delivered to the Administrator within ten (10) days of receipt of the Administrator's notice, the Administrator shall not be authorized to employ the agent at the Organization's expense.
12. The Administrator shall be reimbursed by the Organization for reasonable expenses, including Fees, incurred in carrying out its duties pursuant to this Agreement. In the event a lien is imposed against the Organization property by someone other than the Administrator, the Administrator shall be entitled to receive payment for services rendered and reimbursed for Fees and expenses incurred under this Agreement as a prior lien against the Organization.
13. The Administrator shall have a lien against any Organization documents/records within its custody as an additional remedy to secure the payment of Fees and the reimbursement of expenses incurred by the Administrator on behalf of the Organization.
14. Upon termination of this Agreement, the Administrator shall submit to the Organization a final accounting of all financial activity of which it is aware covering the period ending as of the last day of the calendar quarter in which the notice was received. Said accounting shall release the Administrator of providing to the Organization any further information.
15. Unless (and until) the Organization (or legal counsel for the Organization) delivers to the Administrator a written notice to the effect that the Organization is no longer a tax-exempt Supporting Organization pursuant to §§501(c)(3) and 509(a)(3) of the Internal Revenue Code of 1986 (the "Code"), the Administrator has a right to presume that the Organization so qualifies and a right to act accordingly with respect to its duties and responsibilities under this Agreement.
16. The Administrator is hereby authorized and given any power necessary to perform its duties and functions for the Organization under this Agreement, including, but not limited to, the power to request funds for grant awards, Fees and/or other obligations for which the Administrator is responsible, to endorse and cash checks on behalf of the Organization for the purpose of facilitating grant awards and contributions, to direct the Investment Advisor(s) or their custodians to provide the funds necessary to make the grant awards noted above in Paragraph I.3 and to pay Fees, to correct over/under payments, and to utilize passwords and identifications associated with accounts of the Organization.
17. The Administrator shall not be responsible for any loss(es) incurred or other adverse occurrence(s) or consequences(s) experienced as a result of any of the

following: (a) the transfer or retention of assets by the Organization; (b) decisions, directions, recommendations or other actions or failures to act of the Organization and/or the Organization's Investment Advisor; or (c) claims arising from the investment experience realized by the Organization.

18. The Administrator shall not be responsible for any loss(es) incurred or other adverse occurrence(s) or consequences(s) experienced as a result of any of the following: (a) any act of negligence, misfeasance or nonfeasance with respect to the administration of the Organization committed by the Organization, any predecessor administrator, or any of the Organization's other agents; (b) any breach of the Administrator's duty under this Agreement, the proximate cause of which is either incorrect, incomplete and/or untimely information provided to the Administrator by the Organization, the Investment Advisor or any other related party; (c) the intentional or unintentional withholding of information from the Administrator needed by it to properly perform its duties hereunder; or (d) any act or policy of the Organization that could or does lead to a finding of "private inurement", "private benefit", "excess benefit" or the imposition of excise taxes (as described in Code §4958, or otherwise) upon anyone, or the loss of the Organization's tax exempt status.
19. The Administrator does not provide legal, tax or investment advice and is not responsible for the accuracy of general information provided as a courtesy to the Organization (or its agent), including financial. Further, in the performance of its duties hereunder, the Administrator solely relies on the information provided by the Organization or its agents and may presume the accuracy and validity of the information.

## ***II. Rights and Duties of the Organization.***

1. The Organization has the right and the authority (as acknowledged by signing this Agreement) to enter into this or any other contract for services with the Administrator and to determine fair and adequate compensation to the Administrator for the services provided hereunder. The Organization hereby acknowledges that, pursuant to Paragraph V below, the Administrator holds a Limited Power of Attorney that authorizes the Administrator to work directly with the Investment Advisor and facilitates the execution of the duties and responsibilities assigned herein to the Administrator.
2. The Organization shall be responsible for the preparation and timely filing of:
  - a. IRS Form *Application for Recognition of Exemption Under Section 501(c)(3)* and IRS Form 8718 *User Fee for Exempt Organization Determination Letter Request*. The Organization shall also tender the appropriate user fee with these filings;
  - b. IRS Form SS-4 *Application for Employer Identification Number*, and

- c. Any IRS or Labor Department forms related to payments to agents, employees and/or regarding employee fringe benefits, e.g. IRS forms W-2 and 1099.
3. The Organization shall be responsible for all final decisions regarding any issue for which the Organization seeks general consulting services from the Administrator pursuant to Paragraph I.3.
4. The Organization shall be responsible for the continued qualification (or disqualification) of the Organization as a tax-exempt entity pursuant to §§501(c)(3) and 509(a)(3) of the Code.
5. The Organization shall be responsible for executing and filing timely Organization tax and/or information returns prepared by the Administrator and provided to the Organization pursuant to this Agreement.
6. The Organization is solely responsible for selecting and retaining qualified Investment Advisor(s) to manage the Organization's assets according to the investment objective(s) chosen by the Organization. The Organization has the further duty of ensuring that applicable laws do not prohibit any investment by the Organization.
7. The Organization retains the right (or duty) to determine its investment objective(s), establish its business plan and mission statement, retain independent auditors, hire employees for reasonable compensation to be established by it, process payroll and remit withholding taxes, approve all donations received and grant awards made, pay all Organization expenses, and determine all Organization policy issues of any kind.
8. The Organization shall, on a timely basis, provide or cause to be provided to the Administrator copies of all pertinent and relevant documents relating to the creation, funding, investment and accounting of the Organization, which are within the custody and control of the Organization. Such documents include, but are not limited to, legal documents creating the Organization and governing its management (including but not limited to a copy of the Organization organizing document and any amendments thereto, a copy the Organization's tax exemption letter, and a timely copy of all Trustee/Director meeting minutes), insurance premium notices, financial reports, cost basis information, securities transaction reports, income and expense reports, closing statements, legal opinions, tax returns/forms, and any and all other information and documentation required by the Administrator, in its sole discretion, to properly perform its duties under this Agreement. The Organization shall retain and be responsible for safe-keeping of all Organization information. The Organization shall also provide the following:
  - a. A report on all securities transactions made on behalf of the Organization in its accounts for the period beginning on the first day of each month and ending on the last day thereof;

- b. A copy of all “statements of account” provided to the Organization for each of its bank or money market accounts of any kind and monthly reconciliations thereof; which requirements must be accomplished by providing copies of all reconciled statements by the tenth (10th) business day of the following month;
  - c. A monthly report itemizing by source all Organization *income* earned during the month, which requirement may be accomplished by providing copies of all monthly brokerage, bank account and money market statements by the tenth (10th) business day of the following month;
  - d. A monthly report itemizing by payee all operating *expenses paid* by the Organization, plus copies of each payee's statement itemizing the nature of the goods/services rendered to the Organization, such reports due to the Administrator by the tenth (10th) business day of the following month;
  - e. A monthly report of all grant awards or other disbursements made by the Organization itemized by payee and purpose, such reports due to the Administrator by the tenth (10th) business day of the following month;
  - f. Copies of all *proposed* Agreements of Sale, real property deeds and leases, personal property Bills of Sale or any other documents that will convey title to Organization property (other than publicly-traded securities) at least five (5) days *before* the conveyance is to occur;
  - g. Copies of all *proposed* financing arrangements to facilitate the sale of Organization assets, including (but not limited to) installment sales contracts, mortgage terms and notes, and Deeds, at least fifteen (15) days *before* the sale or conveyance of property is to occur;
  - h. Copies of all *closing statements* prepared for the sale of any Organization-owned real estate within ten (10) days *after* the consummation of the sale;
  - i. Copies of all employment agreements with Organization employees, qualified retirement and/or medical plans for Organization employees, and payroll records;
  - j. Copies of the Organization’s tax exempt status determination letter issued by the IRS, legal opinions or rulings of counsel or any court or other legal authority with respect to the initial or continuing qualification (or disqualification) of the Organization as a tax-exempt entity pursuant to §§501(c)(3) and 509(a)(3) of the Code;
  - k. An Annual Report with the contents as described above in Paragraphs I.6 and I.7;
  - l. Any other Organization investment information, documentation, account and financial statements, receipts or other reports and statements required by the Administrator to properly account for Organization income (including donations), expenses, grant awards, assets and liabilities; and
  - m. A copy of all accounting software data files containing the information described above shall also be supplied to the Administrator in addition to (and not in lieu of) the original forms of the information described above.
9. The Organization shall consult with the Administrator *before* encumbering any Organization assets with debt or borrowing any funds on behalf of the

Organization on an unsecured basis and *before* accepting any additional contributions of property to the Organization and provide to the Administrator such information about the attributes of the proposed contribution and its donor as the Administrator shall request.

10. The Organization, or its agent, shall perform all necessary asset valuations required to properly administer the Organization, and shall select and retain on an “as needed” basis one or more appraisers who are qualified to provide valuation appraisals of individual assets.
11. The Organization retains the power to settle, abandon, pursue, compromise or contest any claims, demands or lawsuits brought by or against the Organization.
12. The Organization agrees to retain and pay for legal counsel to provide legal services to the Organization and/or the Administrator should such services be necessitated, through no fault of the Administrator, during the administration of the Organization.
13. The Organization shall select and retain qualified local counsel to prepare and provide any personal or Organization tax or reporting forms or filings not prepared and provided by Administrator pursuant to Paragraph I.5.
14. The governing body of the Organization shall meet at least once each year to properly manage the affairs of the Organization and maintain the Organization’s status as a tax-exempt entity pursuant to §§501(c)(3) and 509(a)(3) of the Code.
15. The Organization shall be responsible for creating and maintaining records of the names and addresses of all persons (including individuals and charities) who receive grant awards, the amounts and purpose of the grant awards, and the relationship between the distributees and managers, grantors, substantial contributors of the Organization, their families and corporations controlled by them.

**III. Administrator’s Compensation.**

1. Compensation of the Administrator for the general administration services specified herein shall be an annual fee charged to and paid by the Organization in advance on a quarterly basis (“*Administration Fee*”). Such annual fee shall be based on the following Fee Schedule:

<b><u>Asset Values</u></b>	<b><u>Fees</u></b>
First \$1,000,000	1.00%
Next \$4,000,000	0.50%
Next \$5,000,000	0.25%
Over \$10 million	0.20%
<b><u>Additional Service Fees</u></b>	
Minimum annual fee	\$1,500

Legal review of document (with administration agreement)	\$600
Assistance in establishing a Supporting Organization	Call for pricing

2. Further, the Organization agrees to pay the Administrator \$125 per hour for each hour its employees render to the Organization any Remedial Services (“Remedial Fee”), as requested by the Organization, and to pay for any other reasonable expense or charge incurred by the Organization or by the Administrator on behalf of the Organization. The Administration Fee and Remedial Fee are collectively referred to herein as “Fees”. Expenses for other agents shall be paid by the Organization pursuant to terms as agreed upon with such agents.
3. Additionally, the Organization hereby agrees that if Administrator is terminated within two (2) years from the effective date of this Agreement and Administrator has performed Remedial Services, Administrator shall be entitled to collect an Early Termination Fee directly from the Organization in the amount of One Thousand Dollars (\$1,000.00) for each year in which Remedial Services were provided.

#### **IV. Miscellaneous.**

1. The Organization and the Administrator may amend this Agreement by a written document signed by both parties, designating an effective date and including specific terms of the amendment.
2. The Organization or Administrator may terminate this Agreement without cause by giving written notice to the other party, with such termination effective as of the last day of the calendar quarter in which the notice was received. However, if, in the sole opinion of the Administrator, the Organization performs an act in violation of this Agreement or any organizational document of the Organization, the Administrator may, in its sole discretion, immediately terminate this Agreement. Upon termination, the rights and obligations of each party shall automatically cease and terminate, provided that such action shall not relieve either party of obligations imposed upon it for services rendered or to be rendered prior to such termination.
3. This Agreement shall be binding on the Organization, including all officers, directors and/or trustees of the Organization and agents holding typical fiduciary powers, all as appointed in accordance with the organizational documents of the Organization, as well as on all assigns and successors of the Administrator, and shall be governed by and construed in accordance with the laws of the State of Indiana.

#### **V. Limited Power of Attorney.**

The Organization hereby makes, constitutes and appoints the Administrator (“Agent”) through its lawful representative(s) named in the attached Corporate Resolutions, any

one or more of whom is or are the true and lawful attorney of the Organization for and in the name, place, and stead of the Organization, to deal with as provided herein, the United States Treasury Department; Internal Revenue Service ("*IRS*"); tax commission, tax agency, department of revenue or any other authority of any state or locality having jurisdiction over the Organization ("*State Tax Authority*"); and "Account(s)" of the Organization, as defined herein, with the "Investment Advisor", as defined herein and as specified in Appendix B, which, at any time and from time-to-time, may be appointed by the Organization, as said Investment Advisor now is or hereafter may be constituted, and at any office of the Investment Advisor. This Section shall be referred to as the *Limited Power of Attorney* for administration purposes.

1. **Powers Granted to the Agent.** For purposes of grant awards, Fees and/or other obligations for which the Administrator is responsible only, the Organization hereby grants to the Agent the power to direct the Investment Advisor to:
  - a. liquidate (excluding short sales) stocks, bonds, mutual funds, and any other securities, commodities, or contracts related to the same in Accounts which are being managed for the Organization by the Investment Advisor;
  - b. prepare and deliver to the Agent, checks written against funds or assets in the Account(s) and payable: (a) to the order of the Organization for all grant awards other than those required to pay the Agent's Fees; and (b) to the order of the Agent, for the sole purposes of payment of the Agent's Fees or to correct accounting adjustments;
  - c. deliver securities, commodities and/or other property or contracts being held for the Organization by the Investment Advisor (or its custodian) to the Agent, at the discretion and pursuant to the direction of the Agent;
  - d. provide a copy of all notices, confirmations, account statements, or demands with reference to the Account(s) to the Agent, such delivery to have the same force and effect as though these communications had been delivered personally to the Organization;
  - e. provide to the Agent copies of all pertinent and relevant documents relating to the funding, investment and accounting of the Organization, which are within the custody and control of the Investment advisor. Such documents include, but are not limited to, financial reports, cost basis information, securities, transaction reports, income and expense reports, closing statements, legal opinions, tax returns/forms, and any and all other information and documentation required by the Administrator, in its sole discretion, to properly perform its duties; and
  - f. provide to the Agent all necessary Account passwords and identifications to allow Agent to perform its duties by accessing such Accounts via the internet or other forms of communications.

The Organization further grants to the Agent the power to seek appropriate court orders mandating the Investment Advisor or other third party to perform in accordance with the Agent's instructions hereunder if such Investment Advisor or

other third party has refused to comply with the actions taken or instructions given by the Agent.

2. **Voting Rights.** The Organization hereby grants to the agent, until instructed otherwise, the authority and discretion to vote (or not vote) in person or by proxy all voting rights incident, appurtenant or pertaining to securities owned by the Organization.
3. **Tax Preparation.** With respect to the United States Treasury Department, IRS or appropriate State Tax Authority, the Organization hereby grants to the Agent the power to receive confidential information regarding the Organization, prepare information and other tax forms and returns of the Organization, and demand that any written communications from the IRS or State Tax Authorities to the Organization concerning the tax and information returns of the Organization be served, mailed or delivered to the Agent with the same force and effect as though they had been delivered personally to the Organization.
4. **Limitations on Agent.** This Limited Power of Attorney shall give and grant to the Agent the full power and authority to do and perform each and every act and thing whatsoever requisite and necessary to be done in and about these premises as fully to all intents and purposes as the Organization could do if personally present; however, subject to the following limitations:
  - a. the powers granted in Paragraph V.1 may be exercised by the Agent for the sole purposes of paying Organization expenses, making accounting adjustments, and making Organization grant awards to Organization recipients; and
  - b. checks for the payment of the Agent's Fees may be ordered by the Agent no more frequently than quarter-annually each year, throughout the term of the Organization and the Agent's tenure as the Administrator.

In any event, the Agent shall not be liable to the Organization or any successor in interest to the Organization for any action taken or not taken in good faith, but shall be liable for any willful misconduct or negligence.

## 5. Release and Indemnification.

- a. The IRS and the Investment Advisor are hereby fully authorized to act and rely upon the authority and power vested pursuant hereto in the Agent. All third parties from whom the Agent may request information regarding the Organization are hereby authorized and directed to provide such information to the Agent without limitation and are hereby released from any legal liability whatsoever to the Organization for complying with the requests of the Agent. The Organization thus agrees to indemnify and hold harmless the Investment Advisor and any third party, jointly and severally, from any and all claims, damages, causes of action, liabilities, judgements and suits, including but not limited to any costs and reasonable attorneys' fees, resulting in any way from

their reliance upon, and/or joint and/or several actions in accordance with this Limited Power of Attorney.

- b. The Organization acknowledges that the Agent is not agent of the Investment Advisor, but is the agent of the Organization, and that all acts and transactions of the Agent hereunder are solely pursuant to the directions of the Organization and hereby ratifies and confirms any and all orders, instructions, and/or acts of the Agent consistent with this grant of powers heretofore or hereafter given or performed, executed or complied with, or relied upon by the Investment Advisor and/or the IRS.

## **6. Definitions.**

- a. The term "Investment Advisor" as used herein shall include, by way of example and not limitation, professional money advisors, registered investment advisors, general partners, life insurance companies, open-end investment companies, or any other person (individual or corporate) whom the Organization has hired to manage and invest its assets, whether held in Accounts or otherwise.
- b. The term "Account(s)" as used herein shall include, by way of example and not limitation, brokerage accounts, annuity contracts, life insurance policies, general partnerships, limited partnerships, limited liability companies, limited liability partnerships, mutual funds, or other types of investments, accounts, or contracts into which the Organization has deposited property of the Organization and granted investment powers over the same to the Investment Advisor named herein.

**VI. Effective Date.**

This Agreement is effective on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

**“Administrator”**

Renaissance Administration LLC

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**“Organization”**

\_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

This Administration Service Agreement containing a limited power of attorney of the Supporting Organization known as the \_\_\_\_\_ was signed and acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by \_\_\_\_\_, the \_\_\_\_\_ of the Supporting Organization. I declare under penalty of perjury that the persons whose names are subscribed to this instrument appear to be of sound mind and under no duress, fraud, or undue influence.

[SEAL] Notary Public \_\_\_\_\_  
State of \_\_\_\_\_

Notary's Name Printed \_\_\_\_\_ Notary's Commission Expires \_\_\_\_\_

**Appendix A**

**Correspondence Specifications**

**Contact Should First Be Directed To:** \_\_\_\_\_

**Primary Recipient:**

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

Address: \_\_\_\_\_

**“Copy Only” Recipient:**

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

Address: \_\_\_\_\_

**Other Authorized Parties Who May Request/Receive Information:**

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

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

The individual(s) and/or organization(s) listed on this form are hereby authorized to receive copies of all correspondence and documents produced by or in the custody of Renaissance Administration LLC until such time as the Organization amends this designation via written notification to:

Renaissance Administration LLC  
6100 W. 96th Street, Suite 120  
Indianapolis, IN 46278

**Appendix B**

**Investment Advisor**

**Initial Investment Advisor:**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The individual(s) and/or organization(s) listed on this form are hereby authorized to receive copies of all correspondence and documents produced by or in the custody of Renaissance Administration LLC until such time as the Supporting Organization amends this designation via written notification to:

Renaissance Administration LLC  
6100 W. 96th Street, Suite 120  
Indianapolis, IN 46278