



October 26, 2011

Tim Meyer  
Southern Indiana Wheelmen Association, Inc.  
PO Box 511  
Floyds Knobs, IN 47119

Order #27637806

Dear Tim Meyer:

Thank you for ordering your Non-Profit Corporation from LegalZoom. Your corporation documents are enclosed in this package.

Your Non-Profit Articles of Incorporation have been filed with the Secretary of State, and your non profit corporation is now active. Please keep in mind organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. In general, an organization must file its exemption application also known as the 501c(3) application, within 27 months from the end of the month in which it was formed. If it does so, it may be recognized as exempt back to the date of formation. If an organization files its exemption application after the 27-month deadline, exempt status may only be recognized from the filing date forward. If you have not asked LegalZoom to prepare the 501c(3) application, please give us a call at (888) 381-8758 and we would be happy to assist you.

To complete the incorporation process, simply follow these final wrap-up instructions. **It is very important to complete each of these steps to ensure the legality of the corporation.**

1. You have chosen to have members. In your corporate kit there is Membership certificates should be completed and signed by the appropriate persons and delivered to the members.
2. You did not ask us to prepare Form SS-4 (Application for Tax ID Number). Because each corporation is required to have a federal tax identification number, we have sent the form for you to complete.
3. You must draft Bylaws for your corporation. The book we've included, *How to form a NonProfit Corporation*, by Nolo Publishing, should help you in drafting your bylaws and necessary resolutions.

4. Provide notification of tax –exempt status to state and apply for a state sales tax exemption by completing and submitting Form NP-20A along with a copy of articles and bylaws and a copy of the federal determination letter.
5. Exempt Organizations must file form NP-20, the annual state informational report, and report unrelated business income on Form IT-20NP.
6. For more information on state corporate tax exemption, please visit the Department of Revenue, Indianapolis at [www.state.in.us/dor](http://www.state.in.us/dor).

Storing your Documents: The incorporation documents should be kept in a secure location for your personal reference.

Corporate Minutes: In order to ensure the continued liability protection of a corporation, the directors need to hold periodic meetings, and members must meet once per year to elect directors. Meetings can take place in person or by telephone. Be sure to make a written record of the items discussed and actions approved at the meetings. Alternatively, you can just get all the directors (or a majority of the members) to sign a statement approving their actions. For your convenience, your package includes forms which can be used for this purpose.

Corporate Bank Account: In addition, it is extremely important to set up a separate bank account for the corporation, and to maintain books and records for the corporation which are separate from your personal records.

501(c)(3) Tax Exempt Status: LegalZoom now offers 501(c)(3) tax exemption forms preparation services. Should you wish to use LegalZoom for this service, please contact us at [customercare@legalzoom.com](mailto:customercare@legalzoom.com) or at (800) 773-0888.

Change of Address: You have chosen LegalZoom's nominee, *United States Corporation Agents, Inc.*, to serve as your corporation's registered agent. To ensure that you receive all official state notices and service of process, please call them at (866) 698-0052 if you change your address. Your annual registered agent fee is due on the anniversary date of your incorporation and will be invoiced directly by *United States Corporation Agents, Inc.*

Thank you again for choosing LegalZoom. We look forward to serving your legal document needs in the future. If you should have any questions concerning your document, please contact us at [customercare@legalzoom.com](mailto:customercare@legalzoom.com).

Sincerely,

*The LegalZoom Team*