

REQUIRED PAPERWORK CHECKLIST

THE FOLLOWING DOCUMENTS MUST BE RETURNED AS SOON AS POSSIBLE. DON'T FORGET TO MAKE A COPY FOR YOUR FILES.

.Completed 2011 Service Agreement Contract

."Exhibit F" Individual Indemnity and Release. This form must be filled out by group leader. Please date and insert group name on first page. The group leader then prints, signs name and dates the document on page 2. At this time, the group leader is the only one that needs to fill out this form, as all other group members will sign this form each and every event they work.

. Non-Profit Organization Profile

. Federal Tax I. D. Document (on Internal Revenue Service letterhead), which assigns your group a Federal Tax number.

. Not-For-Profit Tax Exempt Status. Each organization **MUST PROVIDE A LETTER OF DETERMINATION** recognizing the organization as tax exempt. This has to be obtained from the Internal Revenue Service. Churches, schools and military organizations may provide a Letter of Determination or State Exemption certificate.

. Certificate of Insurance. Please see page 9, Section V, Paragraph D of the Non-Profit Group Service Agreement for required insurance. Please review the letter regarding Certificate of Insurance with "sample attached."

. W-9 Taxpayer Form.

. Approved Cash / Inventory Lead Form.

Once completed, you may fax your paperwork to Eric Roland at 404-223-8949 or mail your completed paperwork to:

Concessions Department
NFP Manager
Levy Restaurants
1 Georgia Dome Drive Atlanta, GA 30313.

If you should have any questions, please do not hesitate to call George Blieka at 404-223-8565 or email at gblieka@levyrestaurants.com