



# FAIA Member Services

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PO BOX 12129  
TALLAHASSEE, FLORIDA 32317-2129

TELEPHONE: (850) 893-4155  
FAX: (850) 893-8002  
WEB SITE: <http://www.faiams.com>



For application packet to be complete, you will need to include all of the below documents:

- Agency Information Form
- Agency Agreement Letter
- E&O Declarations Page
- Current W9
- 2-20 ID of the agent being appointed
- Producer Agreement
- Due to the size of the file, you may need to split your attachment in order for the email to successfully go through.

**Appointment Information Contact:**

**Candis Adams , CCSR,AIAM**

850.893.4155 ext. 359

Email –[cadams@faia.com](mailto:cadams@faia.com)

FAIA Member Services

P.O. Box 12129

Tallahassee, FL 32317-2129



**Service First Insurance Group, LLC  
Confidential Agency Information Form**

General Information		
Agency ID Code	Fed Tax ID:	Date:
	Agency Principal Social Security Number	E&O Policy Period
Agency Name		County
Mailing Address:	Street Address (if not same)	
City/State/Zip	City/State/Zip	
Telephone:	Email address	
Fax	<i>Please circle one:</i> Agency: Individual/Partnership/Corp	
Licensing Information - Principals & Producers		
Agency Principal Name	02-20 License #	Date of Birth:
Home Address /city/state/zip		
Agency Producer to be Licensed	02-20 License #	Date of Birth:
	Agency Producer Social Security Number:	
Home Address /city/state/zip		
1. Have any of the above listed Principal & Producer pled guilty or nolo contendere to or been found guilty of a felony or a crime involving moral turpitude? Yes No		
2. Is this Agency currently appointed with Cypress? Yes No		
<i>Note: Currently appointed agencies are ineligible to participate in this EMS program</i>		
3. If previously appointed please provide Date		
4. How many policies of the following types do you expect to place with Cypress if appointed? Artisan General Liability      HO-6      HO-3      HO-4      DP		
<b>Signature of Agency Principal:</b>		

Return this form with a copy of the 02-20 License of the ONE individual to be appointed.

To: FAIA Member Services, Inc.

Attn: Candis Adams  
P O BOX 12129  
Tallahassee FL 32317-2129

Phone: 850-893-4155 Ext. 359  
Fax: 850-893-8002  
Email: [imsapt@faia.com](mailto:imsapt@faia.com)

[Cadams@faia.com](mailto:Cadams@faia.com)

**CONFIDENTIAL**

REV: 11/4/2011

**Agency Agreement Letter**

For current FAIA member agents in good standing that would like to begin writing Homeowners, Dwelling Fire and Artisan General Liability through FAIA Member Services.

FMS products and services are endorsed by FAIA and designed for use by its members. New and continued participation in the program described herein is contingent upon continued membership with The Florida Association of Insurance Agents.

FAIA Member #: \_\_\_\_\_

Date:

Cypress Property & Casualty Insurance Company

C/O FAIA Member Services, Inc.

Attn: Candis Adams

P O Box 12129

Tallahassee, FL 32317-2129

Dear Mrs. Adams:

Please accept this letter as our concurrence with the Producer Agreement between Service First Insurance Group, LLC, (MGA for Cypress Property and Casualty Insurance Company) and FAIA Member Services, Inc. As Sub-producer, we agree to the terms and conditions outlined in the referenced agreement. We have read and returned the referenced agreement as part of the application process.

We understand that business is produced by us in the Homeowners, Dwelling Fire or Artisan General Liability programs are subject to the above agreement from which FAIA Member Services, Inc. will pay commissions monthly to appointed sub-producers.

Respectfully,

Agency Principal

**(Please sign above)**

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Taxpayer Identification Number (TIN)																	
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>	Social security number															
Social security number																	
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>	Employer identification number															
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Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____
Date ▶ _____	

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

#### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

#### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

#### Specific Instructions

##### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

### Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

### Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>3</sup> The actual owner <sup>3</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

<sup>\*</sup> Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**SERVICE FIRST INSURANCE GROUP, LLC.  
PRODUCER AGREEMENT**

This Agreement is made and entered this 18th day of July, 2011 by and between Service First Insurance Group, LLC, (Hereafter referred to as "MGA"), having its principal place of business at 13901 Sutton Park Drive South, Suite 310, Jacksonville, FL 32224, and FAIA Member Services, Inc. (Hereafter referred to as "Producer"), having its principal place of business at 3159 Shamrock South, Tallahassee, FL 32309.

**RECITALS**

**WHEREAS**, MGA represents insurance companies in the underwriting, placement of insurance and agrees to receive and consider applications for insurance products from Producer; and

**WHEREAS**, Producer and its sub-producers are duly licensed insurance agents/agencies requiring the services of MGA for consideration of insurance coverage and placement of insurance for its clients.

**NOW THEREFORE**, in consideration of the mutual promises made in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**ARTICLE 1**

**RIGHTS & RESPONSIBILITIES OF PRODUCER/SUB-PRODUCERS**

- 1.1 Producer and Sub-producers agree to restrict insurance effected upon behalf of MGA to such classes and limits of risks authorized in the Companies underwriting standards and the MGA's rules and to instructions, updates and amendments that MGA may from time-to-time authorize.
- 1.2 Producer and Sub-producers agree that the only method by which coverage may be bound with MGA is through its own proprietary internet-based software. All other binding authority of the Producer, express or implied, is hereby revoked and rescinded by MGA. Producer is specifically prohibited from binding coverage unless Producer has in hand at least the minimum down payment calculated by MGA proprietary internet-based software, which funds the Producer is required and obligated to forward to MGA within seven (7) days of binding.

The sole exception to this prohibition is the binding of coverage in connection with a real estate closing, in which case the Producer is required to ensure the premium is collected at closing and obligated to obtain and forward the full annual premium to MGA within seven (7) days of the closing date. The Producer shall not deduct commissions from the premium.

- 1.3 Producer shall hold any premiums collected and received in a fiduciary capacity, separate and apart from all other funds of Producer or any other party, until such funds are remitted to MGA. Producer's failure to fulfill such fiduciary obligation shall constitute a misappropriation of funds and default under this Agreement. Producer has no authority to deduct commissions from the premium received and must remit 100% gross premium received to the MGA. The Producer shall be liable to MGA for each premium on each policy or binder of insurance written by or through the Producer, whether or not such premium is collected.
- 1.4 To accept the commissions paid as the sole and full compensation for business therewith and acknowledges that said consideration is paid for faithful performance by the Producer of the duties, obligations and responsibilities set forth in this Agreement. (see Commission Schedule A Attached).
- 1.5 To obtain prior written consent of MGA before assigning commissions to any person or entity and understands that any assignment of commissions shall not bind the MGA unless written consent by a corporate officer of MGA has been given.
- 1.6 Producer and Sub-producers agree to suspend all binding of coverages, or accepting requests or applications for insurance on behalf of the MGA for all insurance contracts offered by the MGA, when advised by the MGA and when:
  - 1.6.1 A hurricane, tropical storm, or tornado watch or warning has been posted, or when there is a definite indication, or general public knowledge that a named storm may be expected in the immediate future, within the vicinity of the risk in question, and said suspension of binding, issuing, or accepting offers of insurance is in conformity with MGA'S Storm Procedures; or
  - 1.6.2 A named storm is in progress; or
  - 1.6.3 A civil disorder, disturbance, civil commotion or riot is in progress; or
  - 1.6.4 There is a definite indication or general public knowledge that a civil disorder, disturbance, civil commotion or riot is imminent or may be expected in the immediate future within the vicinity or area of the risk in question; or
  - 1.6.5 The risk that is the subject matter of the insurance to be issued by

MGA is located or situated in an area, subdivision, municipality, city, county, commonwealth or state, which is under curfew or martial law because of civil unrest, and the Producer has not received prior written approval from MGA to write or bind in the area.

- 1.7 The Producer and Sub-producers, for a period of five (5) years from the date of any Document's creation, or as required by applicable law if longer, shall maintain legible and accurate copies of all applications and related documents, including but not being limited to, binder logs, policy logs, correspondence, reports, photos, claims information, books, premium payment records, accounts and records and any other documentation, electronic, film or otherwise ("Producer Records") used, prepared or obtained in conducting MGA business. Producer hereby agrees to indemnify and hold MGA harmless for failure to obtain, and maintain required and properly executed application, forms and documentation. Each file will include the following:
  - 1.7.1 Original of the application for insurance signed by the Applicant; and
  - 1.7.2 Required supporting documentation, including but not limited to:
    - 1.7.2.1 Alarm Certificates.
    - 1.7.2.2 Photos, when required by MGA.
    - 1.7.2.3 Any State mandated certificates.
    - 1.7.2.4 Signed Electronic Payment Authorization and signed Electronic Monthly Recurring Payment Agreement Authorization.
    - 1.7.2.5 Other documents as required by MGA, or by law.
- 1.8 The Producer and Sub-producers shall promptly comply with any request or requirement to produce, reproduce, deliver or otherwise make available any or all of Producer Records to MGA. Producer's files for MGA business are subject to inspection by a representative of MGA and shall be made available during normal business hours immediately upon MGA's request.
- 1.9 The Producer and Sub-producers are required to implement and maintain adequate procedures to safeguard the security of, and access to, Producer Records regardless of the form in which the Producer Records are stored.
- 1.10 The Producer and Sub-producers shall implement and maintain adequate procedures to safeguard the confidentiality of personal financial information relevant to applicants and policyholders as required by the Gramm-Leach-Bliley Financial Modernization Act ("GLB", 15 U.S.C. §6801 et seq.)

**IT IS UNDERSTOOD AND AGREED THAT IT IS THE RESPONSIBILITY OF THE PRODUCER TO OBTAIN PROPERLY EXECUTED ELECTRONIC PAYMENT AUTHORIZATION FORM OR ELECTRONIC MONTHLY RECURRING PAYMENT AGREEMENT AUTHORIZATION FORM COVERING ANY TRANSACTION FOR WHICH MGA'S SOFTWARE REQUESTS IT. PRODUCER SHALL RETAIN THE EXECUTED ORIGINAL OF THIS DOCUMENT IN ITS POLICY FILE.**

- 1.11 To cooperate fully with MGA in the resolution of any questions concerning a risk, whether related to underwriting, claims, or other areas. Such assistance shall include but not be limited to: providing MGA with requested documents and records and permitting MGA to make copies, making principals and staff available as soon as possible for taking statements and examinations under oath, and general cooperation and assistance with all administrative requests by MGA.
- 1.12 To accept and utilize manuals, supplies and documents furnished by MGA with the understanding and agreement that, upon termination of this Agreement, all manuals, supplies and documents containing information and records of the business of the MGA shall be promptly delivered to the MGA.
- 1.13 To adhere to the terms and conditions of this Agreement, and Producer hereby understands that and agrees that failure or forbearance of MGA to promptly declare a default for breach of any term or condition shall not be construed as a waiver, nor operate as a bar to MGA and/or MGA thereafter demanding a full and complete compliance therewith.
- 1.14 That the Producer and its sub-producers are independent contractors and nothing contained herein shall be construed to create the relationship of employer and employee between the MGA and the Producer or the MGA and the sub Producers.
- 1.15 The Producer shall and shall ensure that its sub-producers comply with all state and local licensing requirements, statutes or regulations and shall pay all taxes, license fees or other levies upon the business of the Producer or sub-producers.
- 1.16 Federal Law Compliance. Producer represents to MGA that none of its employees or agents have been convicted of a felony involving dishonesty or breach of trust or any other offense under the terms of 18 USCA sec. 1033 and Producer agrees to notify MGA immediately on any such conviction.
- 1.17 The Producer is responsible for all of its own expenses. The MGA shall not be responsible for any Producer expenses whatsoever.

- 1.18 To report immediately all claims and losses disclosed, reported or acknowledged to the Producer, and shall forward to MGA's Claims Department any documentation relating thereto, including but not limited to all claim forms or reports, legal notices or demands, as well as any other information the Producer possesses involving a claim or loss relating to MGA.
- 1.19 To avoid and refrain from any commitment to a liability on behalf of MGA in connection with a claim or loss including the partial or full payment of a claim, loss or advance in connection therewith, unless the Producer has received specific prior written authorization from MGA.
- 1.20 To maintain an errors and omissions insurance policy with an insurer that is acceptable to MGA, with a maximum deductible of \$25,000 and that includes minimum limits of \$1,000,000 per claim, \$1,000,000 aggregate for acts of the Producer, its sub-producers and employees. Proof of continuing coverage will be provided to the MGA annually upon request.
- 1.21 The Producer has no authority except that specifically provided in this Agreement.

## **ARTICLE 2**

### **RIGHTS & RESPONSIBILITIES OF MGA**

- 2.1 MGA shall pay commissions in a timely manner based on premium(s) collected at rate stated on Schedule A - Commissions attached hereto. Whenever premium is returned to any policyholder or obligor, the Producer agrees to refund its unearned commission, (if any) to such policyholder or obligor at the same rate at which commissions were originally retained or received by Producer, such refund being calculated as of the date such refund is due. If MGA has made any payments on Producer's behalf, Producer agrees to refund such monies to MGA. Producer shall not receive any compensation on any business written in jurisdictions in which Producer is not licensed, not authorized hereunder, or not appointed by MGA.
- 2.2 MGA reserves the right to unilaterally amend the Commission Schedule upon written notice to the Producer and may change or discontinue any form of policy now or hereafter in use.
- 2.3 MGA shall process commission statements to the Producer on or before the 15<sup>th</sup> of the month, following the month that premiums were collected, detailing the Producer's policy and commission activity for each line of MGA Business for all premium(s) collected during the previous calendar

month. The statements shall include identification of the policies issued or renewed, commissions earned, and the amount due the Producer.

- 2.4 MGA and its representatives, employees and officers may email or fax the Producer and its sub-producers.

### **ARTICLE 3 INDEMNITY & HOLD HARMLESS**

- 3.1 The Producer shall indemnify and hold harmless the MGA and its, officers, directors, and employees, from and against any and all claims, causes of action, liabilities, demands, costs, fees,(including reasonable attorney's fees), expenses, suits, judgments, adjudications, and losses of whatever kind or nature arising or incurred as a result of Producer's negligent, reckless, or intentional act or omission to act, or breach of contract in the binding, preparation, processing, handling, or billing of insurance placed by the Producer through the MGA.
- 3.2 The MGA shall indemnify and hold harmless the Producer and its officers, directors, and employees, from and against any and all claims, causes of action, liabilities, demands, costs, fees,(including reasonable attorney's fees), expenses, suits, judgments, adjudications, and losses of whatever kind or nature arising or incurred as a result of MGA's negligent, reckless, or intentional act or omission to act, or breach of contract in the preparation, processing, handling, or billing of insurance business placed by the Producer through the MGA.

### **ARTICLE 4 TERMINATION**

- 4.1 This Agreement may be terminated by Producer or MGA upon thirty (30) days advance notice, which notice shall be in writing via certified mail, return receipt requested. The effective date of any such termination shall be as stated in the notice. If Producer makes a written request, MGA may, at its discretion and with approval of the insurance companies, renew for one additional annual term any policies expiring within a one year period following the effective date of termination or as otherwise required by law. If the policies are renewed for an additional annual term the Producer will be entitled to commission calculated from the applicable percentages listed in the Commission Schedule of the total collected premium received by MGA for any such insurance coverage written by the Producer, as identified herein.
- 4.2 Notwithstanding any other provisions herein concerning termination, this Agreement may be terminated immediately, without further notice or right to cure, by any party upon the occurrence of any one of the following events:

- 4.2.1 A party becomes insolvent
- 4.2.2 The termination, suspension or deactivation of any required license by any governmental or regulatory entity of any State(s) in which a party does business.
- 4.2.3 If either party has been found to be in material violation or material breach of the laws, regulations, or directives of any State, the applicable Insurance Code, or the applicable Insurance Regulations.
- 4.2.4 Where the Producer intends to sell, merge or otherwise transfer all or part Ownership of its insurance agency or substantially all of its assets or its interest, if any, in the expirations of business placed with the MGA. Producer must notify MGA in writing and MGA shall not unreasonably withhold its appointment of any successor Producer.
- 4.3 In the event of termination of this Agreement, the Producer's records, use and control of expirations on business written for the Company shall remain the property of the Producer and left in their undisputed possession, provided the Producer has properly accounted for and paid to the Company all premiums for which they may be liable; otherwise, the records, use and control of all expirations of business placed with the Company shall become vested in the Company.
- 4.4 The parties hereto acknowledge that they shall continue to be bound by, and shall perform, subsequent to the termination or expiration of the Agreement, all of the obligations set forth herein necessary to fulfill the obligations of the parties pursuant to this Agreement.
- 4.5 MGA shall not be liable for payment of commissions to or on behalf of Producer following termination of this Agreement, except for commissions on those premiums subsequently collected for the unexpired term of any policy whose effective date is prior to the date of termination of this Agreement.
- 4.6 Upon termination of this Agreement, the appointment of Producer and all personnel & sub-producers shall be deemed immediately terminated.

#### **ARTICLE 5 ARBITRATION**

- 5.1 Any dispute or difference between MGA and Producer relating to the interpretation or performance of this Agreement, including its formation or validity, or any transaction under this Agreement whether arising before or after termination, will be submitted to binding arbitration. One party delivering to the other party a written notice of intention to arbitrate ("Arbitration Notice") will initiate arbitration. The demand for arbitration will

state with specificity the nature of the dispute and the relief sought. Unless the parties mutually agree otherwise, the arbitration proceedings and the arbitration award will be and remain confidential and binding. The arbitration will be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("Rules") in effect at the time the arbitration is instituted and as provided herein. In the event of any inconsistency between such Rules and this Agreement, this Agreement will control. Unless the parties agree to a single arbitrator, the arbitration will be conducted before three (3) independent and impartial arbitrators, none of whom will be affiliated with either party. Each party shall equally bear the expense of the arbitrator(s). The arbitration will take place in Jacksonville, Florida. This provision will survive termination and remain in full force and in effect in the event any other provision of this Agreement will be found invalid or non-binding.

#### **ARTICLE 6 CONFIDENTIALITY**

6.1 All Confidential Information, as defined below, disclosed by the disclosing party ("Owner") to the receiving party ("Recipient") pursuant to this Agreement will be treated by Recipient and its agents, officers and employees as confidential and will be maintained by Recipient and its agents, officers or employees in confidence and will not be disclosed to anyone, except: (a) to Recipient's agents, officers or employees to the extent that such disclosure is reasonably necessary for the performance of Recipient's duties under this Agreement and such disclosure is not prohibited by privacy laws, including, without limitation, the Gramm-Leach-Bliley Act and applicable federal and state regulations promulgated thereunder ("GLB"); (b) upon the written consent of Owner; or (c) as required by law. Prior to the disclosure of Confidential Information to any third party that is permitted under the terms of this Agreement (except for those disclosures that are required by law), Recipient will require such parties receiving Confidential Information to enter into a nondisclosure agreement to maintain all Confidential Information in confidence. Neither Recipient nor its agents, officers or employees will use the Confidential Information other than in connection with Recipient's performance of its duties under this Agreement. In any event, Recipient will be responsible for any breach of this confidentiality by any of its agents, officers or employees (excluding Owner).

For purposes of this Agreement, "Confidential Information" means any information or material that is proprietary to a party or designated as Confidential Information by Owner and not generally known by others, including but not limited to nonpublic personal information (as that term is defined by GLB) of Owner's customers and consumers, information relating to processes, pricing and/or procedures as well as any documents

related to such processes, pricing and/or procedures and all other confidential and/or proprietary information relating to the business of the parties. The term Confidential Information includes information in both oral and written form, or contained in any other type of storage medium

#### ARTICLE 7 GENERAL PROVISIONS

- 7.1 The Producer, and its personnel and sub-producers appointed pursuant to this Agreement, shall at all times know and abide by the terms and provisions of this Agreement, which Agreement shall be subject to the provisions of the applicable statutory provisions relative to the Producer, and MGA, (collectively the "Statute"), the applicable state insurance codes ("Insurance Codes") and the applicable state rules and regulations ("Insurance Regulations"). In addition, the Producer shall at all times agree to conduct all business operations on behalf of MGA in compliance with the terms of this Agreement, MGA Underwriting Manuals, all Producer Bulletins, policies, Company underwriting guidelines and other instructions provided to the Producer by MGA in advance of the expected date of compliance (all documents set forth, or referenced, in this Section III A. are collectively referred to as the "Documents"), which Documents may be unilaterally supplemented or amended from time-to-time by MGA. It shall be the obligation and responsibility of the Producer to supervise the actions of all its sub-producers and other personnel in order to assure that each knows, abides by, and complies with all terms and provisions of the Agreement, Documents, Statutes, Insurance Code policies and Insurance Regulations, as they currently exist or as they may be subsequently amended or modified.
- 7.2 In the event any provision of this Agreement is held to be invalid by a court of competent jurisdiction, the remainder of this Agreement not held otherwise unenforceable shall be deemed valid and enforceable.
- 7.3 This Agreement shall be controlled and be subject to the laws of the State of Florida. This Producer Agreement is performable in Duval County, Florida. ***Jurisdiction of any legal proceeding (other than arbitration) arising out of or in any way connected with this Producer Agreement shall lie exclusively in the state or federal courts within the State of Florida.*** Venue for any legal proceeding arising out of or in any way connected with this Producer Agreement or the performance of the parties hereunder shall be exclusively in Duval County, Florida.
- 7.4 This section was left blank intentionally.

- 7.5 This Agreement may not be modified except in writing signed by the parties hereto.
- 7.6 The parties hereto acknowledge that they shall continue to be bound by, and shall perform, subsequent to the termination or expiration of the Agreement, all of the obligations set forth herein necessary to fulfill the obligations of the parties pursuant to this Agreement.
- 7.7 In the event any provision of this Agreement is held to be invalid by a court of competent jurisdiction, the remainder of this Agreement not held otherwise unenforceable shall be deemed valid and enforceable.
- 7.8 The failure of either party to take any action, or to delay taking any action, respecting any default by the other party or any other right hereunder shall not be deemed to constitute a waiver of the default, any subsequent default, or any other right hereunder or an amendment to this Agreement.
- 7.9 Producer shall not use MGA's, any of its affiliate's or Companies names or logos in any advertising, circular, stuffer, brochure, or promotional material without MGA's prior written consent. MGA shall not use the Producer's or any of its affiliates' names or logos in any advertising, circular, stuffer, brochure, or promotional material without the Producer's prior written consent.
- 7.10 Any and all notices, designations, consents, offers, acceptances, or any other communications provided for herein, or as may otherwise be required or necessitated by this Agreement, shall be given as provided for herein, and if not specifically provided, such actions may be undertaken in writing and sent via hand delivery, overnight carrier, or by registered or certified mail and shall be addressed or delivered as follows:

As to MGA

Service First Insurance Group, LLC, (MGA)  
13901 Sutton Park Drive South  
Suite 310  
Jacksonville, FL 32224  
Attn: Janet Yienger, VP Admin. &  
Governance

As to the Agency:

FAIA Member Services, Inc.  
3159 Shamrock South  
Tallahassee, FL 32309  
Attn: Dave Burt, Managing Director

**SCHEDULE "A"**  
**AUTHORIZED COVERAGES AND COMMISSION SCHEDULE**

Subject to the terms and provisions of the Producer Agreement, it is mutually understood and agreed as follows:

Effective 7/18/11, MGA grants authority to Producer to solicit, on behalf of the insurer(s) listed the type(s) of insurance listed and designated by an (X), in the Table below, and in accordance with the terms and conditions of the Agreement and Documents for MGA Business as defined in the Agreement:

The Producer shall be entitled to receive as its sole compensation and payment for any insurance coverage written under the Agreement, the commission calculated from the applicable percentages of the total collected premium received by MGA for any such insurance coverage written by the Producer, as identified herein.

It is mutually understood and agreed that MGA shall pay to Producer the commission(s) designated, for each line of business designated, by an (X), in the Table below, in accordance with the terms of the Agency Agreement:

Commission will be paid on any premium received by MGA and recorded by MGA, subject to an offset by MGA, of any return commission(s) due from Producer. Commissions will not be paid on any policy fee or state mandated taxes or surcharges. Commissions will not be paid on any installment fee. Unearned commissions as a result of cancellations or endorsements resulting in return premiums will be deducted from the monthly commission check sent to Producer.

MGA reserves the right to unilaterally amend the Commission Schedule upon written notice to the Producer and may change or discontinue any form of policy now or hereafter in use.

INCL	LINE OF BUSINESS	INSURER	ST	COMMISSION	
				New	Renewal
X	Homeowners	Cypress P&C Insurance Company	FL	10%	10%
X	Condominium Unit Owners	Cypress P&C Insurance Company	FL	10%	10%
X	Renters	Cypress P&C Insurance Company	FL	10%	10%
X	General Liability	Cypress P&C Insurance Company	FL	15%	15%

Notices sent by hand delivery shall be deemed effective on the date of hand delivery or transmission. Notices sent by overnight carrier shall be deemed effective on the next business day after being placed into the hands of the overnight carrier. Notices sent by registered or certified mail shall be deemed effective on the third (3rd) business day after being deposited into the post office.

For: Service First Insurance Group, LLC, (MGA)

By:

*Jeff Strawicki*

PRESIDENT

Title

Date

7/18/11

For: Producer

By:

*D. D. B...*

MANAGING DIRECTOR

Title

FOIA Member

Services, Inc

Date

7/18/11