



Lease Documentation Checklist

Documents Required Prior to Shipment

Scanned to Apple

NOTE: Please call Robin Ficca at 800-669-9441 ex.1734 with any questions.

| | | |
|---|--|-------|
| Schedule (Exhibit A) | Lessee Signature, Name/Title & Execution Date | _____ |
| Incumbency Certificate (Exhibit C) | The Incumbency section is to be executed by a person other than the signer of the documents. This may be a Board Secretary/Clerk, any Board Member, OR the Superintendent. | _____ |
| Bank Qualified Designation (Exhibit D) | This tells us if the issue is "Bank Qualified" or "Non-Bank Qualified" | _____ |
| Lease Payment Instructions (Exhibit E) | Identify how Lease is to be invoiced. | _____ |
| Insurance Coverage Requirements (Exh F) | Complete name of insurance company and contact information. | _____ |
| IRS Form 8038-G or 8038-GC | Included for reference, please complete the Questionnaire only | _____ |
| Essential Use Audit | Complete in its entirety. | _____ |
| Sales/Use Tax Exemption Certificate | Please provide a copy, if applicable. Please list Seller as Apple Inc. and its Assigns. | _____ |

NOTE: Please provide scanned copies of the above items to rficca@leasedirect.com.

Documents Required Prior to Funding

Mailed to Apple

| | | |
|--|---|-------|
| Originals of all the above | Please mail to: Apple Financial Services Attention: Robin Ficca 1111 Old Eagle School Rd. Wayne PA 19087 | _____ |
| Insurance Certificate or Self-Insurance Letter | Provide All Risk Personal Property and General Liability Coverage listing Apple Inc. and its assigns as "Loss Payee" and "Additionally Insured" or provide a self insurance letter as described in the "Insurance Coverage Requirements." | _____ |
| Acceptance Certificate (Exhibit B) | Lessee Signature, Name/Title & Execution Date. <i>Sign upon Acceptance</i> | _____ |
| Advance Lease Payment | Invoice attached, if applicable. | _____ |
| Board Resolution or Minutes approving the Lease Purchase | Please provide a copy. | _____ |

EXHIBIT A

SCHEDULE NO. PUB17720 DATED June 1, 2018 TO MASTER LEASE PURCHASE AGREEMENT DATED June 7, 2013

This Schedule No. PUB17720 ("Schedule") is entered into pursuant to that Master Lease Purchase Agreement dated June 7, 2013 ("Master Lease"), and is effective as of June 1, 2018. All of the terms and conditions of the Master Lease, including Lessee's representations and warranties, are incorporated herein by reference. Unless otherwise indicated, all capitalized terms used but not otherwise defined herein shall have the same meaning as set forth in the Master Lease.

To the extent that less than all of the Equipment subject to this Schedule has been installed and accepted by Lessee on or prior to the date hereof, Lessee hereby acknowledges that a portion of the Equipment has not been delivered, installed and accepted by Lessee for purposes of this Lease. In consideration of the foregoing, Lessee hereby acknowledges and agrees that its obligation to make Lease Payments as set forth in this Schedule is absolute and unconditional as of the date hereof and on each date and in the amounts as set forth in the Lease Payment Schedule, subject to the terms and conditions of the Lease.

Lessee expressly represents that at least ninety-five percent (95%) of the financing cost set forth in this Schedule is being used to acquire Equipment that will be capitalizable for federal income tax purposes

| EQUIPMENT INFORMATION | |
|-----------------------|---|
| QTY | EQUIPMENT DESCRIPTION |
| | Computer Hardware--See attached Exhibit 1. |

| LEASE PAYMENT SCHEDULE | | | | | | |
|---------------------------|--------------|----------------|-------------|--------------|---|---------------------|
| Pmt # | Payment Date | Payment Amount | Interest | Principal | Purchase Price after scheduled payment(s) | Outstanding Balance |
| Commencement: | 07/05/2018 | | | | | \$798,937.00 |
| 1 | 07/05/2018 | \$203,590.64 | \$0.00 | \$203,590.64 | \$608,741.65 | \$595,346.36 |
| 2 | 07/05/2019 | \$203,590.64 | \$7,679.97 | \$195,910.67 | \$408,422.99 | \$399,435.69 |
| 3 | 07/05/2020 | \$203,590.64 | \$5,152.72 | \$198,437.92 | \$205,520.21 | \$200,997.77 |
| 4 | 07/05/2021 | \$203,590.64 | \$2,592.87 | \$200,997.77 | \$0.00 | \$0.00 |
| Totals | | \$814,632.56 | \$15,425.56 | \$798,937.00 | | |
| Promotional Interest Rate | 1.29% | | | | | |
| | | | | | | |
| | | | | | | |

LESSEE ACKNOWLEDGES THAT THE AMOUNT FINANCED BY LESSOR IS \$771,264.67 AND THAT SUCH AMOUNT, NET OF ANY ADVANCE PAYMENTS, IS THE ISSUE PRICE FOR FEDERAL INCOME TAX PURPOSES. THE YIELD FOR THIS SCHEDULE FOR FEDERAL INCOME TAX PURPOSES IS 3.75%. SUCH ISSUE PRICE AND YIELD WILL BE STATED IN THE APPLICABLE IRS FORM 8038-G OR 8038-GC, AS APPLICABLE.

IMPORTANT: Read before signing. The terms of the Master Lease should be read carefully because only those terms in writing are enforceable. Terms or oral promises which are not contained in this written agreement may not be legally enforced. The terms of the Master Lease or Lease may only be changed by another written agreement between Lessor and Lessee. Lessee agrees to comply with the terms and conditions of the Master Lease and this Lease.

Commencement Date: **July 5, 2018**

LESSOR: **APPLE INC.**

LESSEE: **WARWICK SCHOOL DISTRICT**

SIGNATURE: **X** _____

SIGNATURE: **X** _____

NAME / TITLE: **X** _____

NAME / TITLE: **X** **Mr. Nathan Wertsch, Chief Financial Officer**

DATE **X** _____

DATE: **X** _____

EXHIBIT 1 – EQUIPMENT INFORMATION to Schedule No. PUB17720
under Master Lease Purchase Agreement dated [June 7, 2013](#)

1 15-inch MacBook Pro with Touch Bar: 2.9GHz quad- 3
core i7, 512GB – Space Gray

Part Number MPTT2LL/A

Configuration:

- 065-C5Y6 2.9GHz Quad-core Intel Core i7, Turbo Boost up to 3.9GHz
 - 065-C5YC Radeon Pro 560 with 4GB GDDR5 memory + Intel HD Graphics 630
 - 065-C5YD 16GB 2133MHz LPDDR3 SDRAM
 - 065-C5YG 512GB PCIe-based SSD
 - 065-C5YK Force Touch Trackpad
 - 065-C5YL Four Thunderbolt 3 ports
 - 065-C5YM Touch Bar and Touch ID
 - 065-C617 Backlit Keyboard (English) / User's Guide (English)
-

2 13-inch MacBook Pro: 2.3GHz dual-core i5, 256GB – 90
Silver

Part Number MPXU2LL/A

Configuration:

- 065-C5WK 2.3GHz Dual-core Intel Core i5, Turbo Boost up to 3.6GHz
 - 065-C5WM Intel Iris Plus Graphics 640
 - 065-C5WN 8GB 2133MHz LPDDR3 SDRAM
 - 065-C5X1 256GB PCIe-based SSD
 - 065-C5WQ Force Touch Trackpad
 - 065-C5WT Two Thunderbolt 3 Ports
 - 065-C5XW Backlit Keyboard (English) / User's Guide (English)
-

| | | |
|---|---|-----|
| 3 | MacBook Air 5-pack (13-inch/1.8GHz i5/8GB/128GB SSD storage/Intel HD Graphics 6000) Part Number BMT12LL/A | 140 |
| | MacBook Air 5-pack (13-inch/1.8GHz i5/8GB/128GB SSD storage/Intel HD Graphics 6000) Part Number: MQD62LL/A Quantity: 700.000 | |
| 4 | iPad Wi-Fi 128GB – Space Gray (10-pack) Part Number BN432LL/A | 9 |
| | iPad Wi-Fi 128GB – Space Grey (10-pack) Part Number: MR8E2LL/A Quantity: 90.000 | |
| 5 | iPad Wi-Fi 32GB – Space Gray (10-pack) Part Number BN3U2LL/A | 32 |
| | iPad Wi-Fi 32GB – Space Grey (10-pack) Part Number: MR8A2LL/A Quantity: 320.000 | |
| 6 | AppleCare OS Support – Select Part Number D6602ZM/A | 1 |

The above Equipment includes all attachments and accessories attached thereto and made a part thereof.

ACCEPTANCE OF LEASE PAYMENT OBLIGATION

Re: Master Lease Schedule of Equipment No. **PUB17720** to that certain Master Lease Purchase Agreement dated as of **June 7, 2013** between Apple Inc., as Lessor, and **WARWICK SCHOOL DISTRICT**, as Lessee.

In accordance with the Master Lease Purchase Agreement (the "Agreement"), the undersigned hereby acknowledges and represents that:

All or a portion of the Equipment (as such term is defined in the Agreement) listed in the above-referenced Master Lease Schedule of Equipment No. **PUB17720** (the "Schedule") has not been delivered, installed, or available for use and has not been placed in service as of the date hereof;

Lessee acknowledges that Lessor has agreed to set aside funds in an amount sufficient to provide financing (to the extent requested by Lessee and agreed to by Lessor) for the Equipment listed in the Schedule (the "Financed Amount");

The Financed Amount is set forth as the "Principal Component" of Lease Payments in the Lease Payment Schedule attached to the Schedule as Exhibit A ("Exhibit A"); and

Lessee agrees to execute a Payment Request Form, attached to the Agreement as Exhibit B, authorizing payment of the Financed Amount, or a portion thereof, for each disbursement of funds.

NOTWITHSTANDING that all or a portion of the Equipment has not been delivered to, or accepted by, Lessee on the date hereof, Lessee warrants that:

(a) Lessee's obligation to commence Lease Payments as set forth in Exhibit A is absolute and unconditional as of the Commencement Date of the Schedule and on each date set forth in Exhibit A thereafter, subject to the terms and conditions of the Agreement;

(b) Immediately upon delivery and acceptance of all the Equipment, Lessee will notify Lessor of Lessee's final acceptance of the Equipment by delivering to Lessor a "Final Acceptance Certificate" in the form set forth as Exhibit B to the Agreement;

(c) In the event that any surplus amount remains from the funds set aside or an event of nonappropriation under the Agreement occurs, any amount then remaining shall be applied or distributed in accordance with Lessor's standard servicing procedures, which includes, but is not limited to, application of the remaining amount to the next Lease Payment and other amounts due; and

(d) Regardless of whether Lessee delivers a Final Acceptance Certificate, Lessee shall be obligated to pay all Lease Payments (including principal and interest) as they become due as set forth in Exhibit A.

AGREED TO on **X** _____

WARWICK SCHOOL DISTRICT

By **X** _____

Name **X** Mr. Nathan Wertsch _____

Title **X** Chief Financial Officer _____

EXHIBIT C

INCUMBENCY CERTIFICATE

SCHEDULE NO. **PUB17720** TO MASTER LEASE PURCHASE AGREEMENT DATED **June 7, 2013**

Being a knowledgeable and authorized agent of the Lessee, I hereby certify to Lessor that the person(s) who executed the Master Lease and this Schedule are legally authorized to do so on behalf of the Lessee and that the signatures that appear on the Master Lease and Schedule are genuine.

LESSEE: **Warwick School District**

Signature: **X** _____

Printed Name/Title: **X** _____

Date: **X** _____

**(THE INCUMBENCY IS TO BE EXECUTED BY A PERSON OTHER THAN THE SIGNER
OF THIS SCHEDULE AND RELATED DOCUMENTS. THIS MAY BE A BOARD CLERK/SECRETARY, BOARD
MEMBER OR SUPERINTENDENT.)**

EXHIBIT D

BANK QUALIFIED DESIGNATION

SCHEDULE NO. **PUB17720** TO MASTER LEASE PURCHASE AGREEMENT DATED **June 7, 2013**

Lessee hereby represents and certifies the following (please check one):

Bank Qualified

- ☐ Lessee has designated, and hereby designates, this Lease as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). In making that designation, Lessee hereby certifies and represents that:
- As of the date hereof in the current calendar year, neither Lessee nor any other issuer on behalf of Lessee has designated more than \$10,000,000 of obligations (including this Lease) as "qualified tax-exempt obligations";
 - Lessee reasonably anticipates that the total amount of tax-exempt obligations (including this Lease) to be issued by or on behalf of Lessee (or allocated to Lessee) during the current calendar year will not exceed \$10,000,000;
 - The Lease will not be at any time a "private activity bond" as defined in Section 141 of the Code;
 - The Lease is not subject to control by any entity and there are no entities subject to control by Lessee; and
 - Not more than \$10,000,000 of obligations of any kind (including the Lease) issued by, on behalf of or allocated to Lessee will be designated for purposes of Section 265(b)(3) of the Code during the current calendar year.

Non-Bank Qualified

- ☐ Lessee has not designated this Lease as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

LESSEE: **WARWICK SCHOOL DISTRICT**

Signature: **X** _____

Printed Name/Title: **X** **Mr. Nathan Wertsch, Chief Financial Officer**

Date: **X** _____

EXHIBIT F

INSURANCE COVERAGE REQUIREMENTS

WARWICK SCHOOL DISTRICT

- 1) Insurance Agency - Name of Agency, Phone Number, Fax Number, and Contact Name

Arthur J Gallagher Rick Management Services, INC.

Beth Kawell - Phone (630) 285-3714 Fax (630) 285-4062

- 2) Property Damage & Loss Coverage -
 - a) "All Risk" Physical Damage & Loss Insurance
 - b) Include: Policy Number, Effective Date, Expiration Date, Equipment Description **OR REFERENCE SCHEDULE No. PUBXXXXX(FILL IN THE NUMBERS TO CORRESPOND WITH THIS SCHEDULE NUMBER)** and Equipment Location*
 - c) **APPLE INC. and its Assigns** named "Loss Payee"
 - d) Endorsement giving 30 days written notice of any changes or cancellation.

LIMITS: The full replacement value of the equipment.

- 3) General Liability Coverage -
 - a) Liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor
 - b) Include: Policy Number, Effective Date, Expiration Date and Equipment Location*
 - c) **APPLE INC. and its Assigns** named "Additional Insured"
 - d) Endorsement giving 30 days written notice of any changes or cancellation.

- 4) The Certificate Holder should be named as follows:

APPLE INC. and its Assigns
1111 Old Eagle School Road
Wayne, PA 19087

***If the equipment is located in several different places, please have the insurance company add one of the following statements to the certificate:**

1- a general statement on the certificate which would acknowledge that the equipment is covered no matter where it may be located.

2- a statement about the equipment being located throughout your organization's facilities.

FOR SELF INSURANCE:

A letter needs to be prepared on Lessee's Letterhead and addressed to **APPLE INC. and its Assigns**, and signed by an authorized official of the Lessee. The letter must refer to the Master Lease, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).



Financial Services
Education Finance

- ☐ Check here if your billing or Equipment Location has changed or is incorrect. Please note changes on the reverse side.
Payments sent without a copy of this invoice may be subject to a delay in processing.

INVOICE# ADV17720
REFERENCE # PUB17720
CUSTOMER #
DUE DATE: 7/5/18
TOTAL DUE
\$203,590.64

- Please do not send correspondence to this address.
➤ Make check payable to :

Apple Inc. c/o Apple Financial Services
REF # PUB17720
1111 OLD EAGLE SCHOOL RD.
WAYNE, PA 19087

LEASE PAYMENT INVOICE

Remit Lease Payment to:

Apple Inc.
1111 Old Eagle School Rd.
Wayne, PA 19087
Attn: Robin Ficca

Future Remittance:

Apple Inc. c/o Apple Financial Services
PO Box 41602
Philadelphia, PA 19182-2276

| | | | |
|---|-----------|-----------------------|----------|
| | INVOICE # | REFERENCE # | CUSTOMER |
| | ADV17720 | PUB17720 | |
| P.O. NUMBER | | EQUIPMENT DESCRIPTION | |
| | | SEE BELOW | |
| EQUIPMENT LOCATION | | | |
| WARWICK SCHOOL DISTRICT 301 W. ORANGE ST. LITITZ PA 17543 | | | |

| EQUIPMENT DESCRIPTION | DUE DATE | PAYMENT AMOUNT |
|--------------------------|----------|---------------------|
| Apple Computer Equipment | 7/5/18 | \$203,590.64 |
| TOTAL DUE | | \$203,590.64 |

FOR PROPER CREDIT, PLEASE SUBMIT A COPY OF THIS INVOICE WITH PAYMENT



ESSENTIAL USE CERTIFICATE

1. Has any of the equipment to be leased been delivered? ☐ YES ☒ NO
Is the equipment to be leased replacing any existing equipment? ☒ YES ☐ NO
If YES, how long has the existing equipment been in use?
☐ 1-3 years ☐ 4-5 years ☐ 6-7 years ☐ 7+ years

Why is the existing equipment being replaced? End of life cycle replacement

What will be done with the replaced equipment?
Repurpose and continue use

2. What grade levels, locations and departments will utilize the equipment to be leased?

☒ K-4 ☐ University ☐ Social Sciences
☒ 5-6 ☒ Math ☒ Computer Lab
☒ 7-8 ☒ Science ☐ Classroom: _____
☒ 9-12 ☒ Language Arts ☐ Other: _____

Who will be the principal users of the equipment? *(Total of all users below equal 100%.)*

☐ Students: 85 % ☐ Classified Faculty: _____ % ☐ Other: _____ %
☐ Certified Faculty: 15 % ☐ Administrative: _____ % ☐ Other: _____ %

What applications will the equipment be used for and what benefits will the equipment provide? *(Please be detailed.)* Instructional / Administrative productivity

(Use additional pages if necessary.)

3. What is/are the sources of funding for repayment of the lease?

☒ General Fund ☐ Other
Fund: _____
☐ Grant Revenue (detail type of grant): _____ ☐
Other: _____

Are the funds for the payment(s) due in the first fiscal year of the lease appropriated and encumbered in the District's approved budget? ☒ YES ☐ NO
If NO, why are the funds not appropriated and encumbered in an approved budget?

4. Has the District's governing Board approved entering into the lease? ☒ YES ☐ NO
If YES, please provide a copy of Board Minutes or Resolution.
If NO, why is a Board approval not required, or when will the Board approve entering into the lease? _____

5. Has the School District ever non-appropriated funds? ☐ YES ☒ NO
If YES, please provide details regarding any non-appropriation: _____

Completed By: Mr. Frederick Griffiths

Completed By: _____

Title: Director of Technology

Title: _____

Date: _____

Date: _____

IRS FORM 8038-G QUESTIONNAIRE

NAME OF LESSEE: WARWICK SCHOOL DISTRICT

ADDRESS OF LESSEE: 301 W. ORANGE ST.

LITITZ PA 17543

Written Tax Compliance Procedures

The IRS Form 8038-G asks specific questions about whether written procedures exist with regard to compliance with the federal tax code for tax-exempt obligations. Please answer the following questions to help us complete the form correctly prior to your signature. Please note that your answers to these questions will not impact the terms or conditions of the subject transaction.

1. Has the Lessee established written procedures to monitor compliance with federal tax restrictions for the term of the lease? The written procedures should identify a particular individual within Lessee's organization to monitor compliance with the federal tax requirements related to use of the financed assets and describe actions to be taken in the event failure to comply with federal tax restrictions is contemplated or discovered.

YES _____ NO X If Yes, please attach/provide a copy.

Answer the following question *only if* proceeds of the current financing will be funded to an ESCROW Account.

The IRS Form 8038-G asks specific questions about written procedures to monitor the yield on the investment of gross proceeds of tax-exempt obligations and, as necessary, make payments of arbitrage rebate earned to the United States.

2. Has the Lessee established written procedures to monitor the yield on the investment of proceeds of the Lease on deposit in an escrow account or similar fund prior to being spent and to ensure that any positive arbitrage rebate earned is paid to the United States?

YES _____ NO _____ If Yes, please attach/provide a copy.

If you have further questions, please consult your regular bond or legal counsel.

The following 8038 G or GC Form is a
SAMPLE only.

The actual 8038G or GC will be
completed and sent to you for your
signature after closing, with instructions
to return the original to us at your
earliest convenience.

This is being done in this manner to
comply with Internal Revenue Service
regulations.

Thank you.

Form **8038-G**

(Rev. September 2011)

Department of the Treasury
Internal Revenue Service**Information Return for Tax-Exempt Governmental Obligations**

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting AuthorityIf Amended Return, check here ► ☐

| | | | |
|---|------------|--|--|
| 1 Issuer's name | | 2 Issuer's employer identification number (EIN) | |
| 3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) | | 3b Telephone number of other person shown on 3a | |
| 4 Number and street (or P.O. box if mail is not delivered to street address) | Room/suite | 5 Report number (For IRS Use Only) 3 | |
| 6 City, town, or post office, state, and ZIP code | | 7 Date of issue | |
| 8 Name of issue | | 9 CUSIP number | |
| 10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) | | 10b Telephone number of officer or other employee shown on 10a | |

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

| | | |
|--|----|--------|
| 11 Education | 11 | XXXXXX |
| 12 Health and hospital | 12 | XXXXXX |
| 13 Transportation | 13 | XXXXXX |
| 14 Public safety | 14 | XXXXXX |
| 15 Environment (including sewage bonds) | 15 | XXXXXX |
| 16 Housing | 16 | XXXXXX |
| 17 Utilities | 17 | XXXXXX |
| 18 Other. Describe ► | 18 | XXXXXX |
| 19 If obligations are TANs or RANs, check only box 19a <input type="checkbox"/> | | |
| If obligations are BANs, check only box 19b <input type="checkbox"/> | | |
| 20 If obligations are in the form of a lease or installment sale, check box <input type="checkbox"/> | | |

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

| | (a) Final maturity date | (b) Issue price | (c) Stated redemption price at maturity | (d) Weighted average maturity | (e) Yield |
|----|-------------------------|-----------------|---|-------------------------------|-----------|
| 21 | XXXXXX | \$ XXXXXX | \$ XXXXXX | XXXXXX years | XXXXXX % |

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

| | | |
|---|----|--------|
| 22 Proceeds used for accrued interest | 22 | XXXXXX |
| 23 Issue price of entire issue (enter amount from line 21, column (b)) | 23 | XXXXXX |
| 24 Proceeds used for bond issuance costs (including underwriters' discount) | 24 | XXXXXX |
| 25 Proceeds used for credit enhancement | 25 | XXXXXX |
| 26 Proceeds allocated to reasonably required reserve or replacement fund | 26 | XXXXXX |
| 27 Proceeds used to currently refund prior issues | 27 | XXXXXX |
| 28 Proceeds used to advance refund prior issues | 28 | XXXXXX |
| 29 Total (add lines 24 through 28) | 29 | XXXXXX |
| 30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) | 30 | XXXXXX |

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

| | |
|--|--------------|
| 31 Enter the remaining weighted average maturity of the bonds to be currently refunded | XXXXXX years |
| 32 Enter the remaining weighted average maturity of the bonds to be advance refunded | XXXXXX years |
| 33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) | XXXXXX |
| 34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY) | XXXXXX |

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

| | | | | |
|------------|--|------------|--------|--------------------------|
| 35 | Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) | 35 | XXXXXX | |
| 36a | Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) | 36a | XXXXXX | |
| b | Enter the final maturity date of the GIC ► _____ | | | |
| c | Enter the name of the GIC provider ► _____ | | | |
| 37 | Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units | 37 | XXXXXX | |
| 38a | If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► <input type="checkbox"/> and enter the following information: | | | |
| b | Enter the date of the master pool obligation ► _____ | | | |
| c | Enter the EIN of the issuer of the master pool obligation ► _____ | | | |
| d | Enter the name of the issuer of the master pool obligation ► _____ | | | |
| 39 | If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box | | | <input type="checkbox"/> |
| 40 | If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box | | | <input type="checkbox"/> |
| 41a | If the issuer has identified a hedge, check here ► <input type="checkbox"/> and enter the following information: | | | |
| b | Name of hedge provider ► _____ | | | |
| c | Type of hedge ► _____ | | | |
| d | Term of hedge ► _____ | | | |
| 42 | If the issuer has superintegrated the hedge, check box | | | <input type="checkbox"/> |
| 43 | If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box | | | <input type="checkbox"/> |
| 44 | If the issuer has established written procedures to monitor the requirements of section 148, check box | | | <input type="checkbox"/> |
| 45a | If some portion of the proceeds was used to reimburse expenditures, check here ► <input type="checkbox"/> and enter the amount of reimbursement | | | |
| b | Enter the date the official intent was adopted ► _____ | | | |

| | | | | | | |
|---|---|--|----------------------|------|--------------|--|
| Signature and Consent | Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above. | | | | | |
| | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Signature of issuer's authorized representative | | | Date | | |
| SAMPLE DOCUMENT Type or print name and title | | | | | | |
| Paid Preparer Use Only | Print/Type preparer's name | | Preparer's signature | | Date | Check <input type="checkbox"/> if self-employed PTIN |
| | Firm's name ▶ | | | | Firm's EIN ▶ | |
| | Firm's address ▶ | | | | Phone no. | |

Form **8038-G** (Rev. 9-2011)

Instructions for Form 8038-G



Department of the Treasury
Internal Revenue Service

(Rev. September 2011)

Information Return for Tax-Exempt Governmental Obligations

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

General Instructions

Purpose of Form

Form 8038-G is used by issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File

| IF the issue price (line 21, column (b)) is... | THEN, for tax-exempt governmental obligations issued after December 31, 1986, issuers must file... |
|--|---|
| \$100,000 or more | A separate Form 8038-G for each issue |
| Less than \$100,000 | Form 8038-GC, Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales |



For all build America bonds and recovery zone economic development bonds use Form 8038-B, Information Return for Build America Bonds and Recovery Zone Economic Development Bonds. For tax credit bonds and specified tax credit bonds use Form 8038-TC, Information Return for Tax Credit Bonds and Specified Tax Credit Bonds.

When To File

File Form 8038-G on or before the 15th day of the 2nd calendar month after the close of the calendar quarter in which the bond is issued. Form 8038-G may not be filed before the issue date and must be completed based on the facts as of the issue date.

Late filing. An issuer may be granted an extension of time to file Form 8038-G under Section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file timely is not due to willful neglect. Type or print at the top of the form "Request for Relief under section 3 of Rev. Proc. 2002-48" and attach a letter explaining why Form 8038-G was not submitted to the IRS on time. Also indicate whether the bond issue in question is under examination by the IRS. Do not submit copies of the trust

indenture or other bond documents. See *Where To File* next.

Where To File

File Form 8038-G, and any attachments, with the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201.

Private delivery services. You can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.

Other Forms That May Be Required

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate.

For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For build America bonds (Direct Pay), build America bonds (Tax Credit), and recovery zone economic development bonds, complete Form 8038-B, Information Return for Build America Bonds and Recovery Zone Economic Development Bonds.

For qualified forestry conservation bonds, new clean renewable energy bonds, qualified energy conservation bonds, qualified zone academy bonds, qualified school construction bonds, clean renewable energy bonds, Midwestern tax credit bonds, and all other qualified tax credit bonds (except build America bonds), file Form 8038-TC, Information Return for Tax Credit Bonds and Specified Tax Credit Bonds.

Rounding to Whole Dollars

You may show amounts on this return as whole dollars. To do so, drop amounts less than 50 cents and increase amounts from 50 cents through 99 cents to the next higher dollar.

Questions on Filing Form 8038-G

For specific questions on how to file Form 8038-G send an email to the IRS at TaxExemptBondQuestions@irs.gov and put "Form 8038-G Question" in the subject line. In the email include a description of your question, a return email address, the name of a contact person, and a telephone number.

Definitions

Tax-exempt obligation. This is any obligation, including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from income under section 103.

Tax-exempt governmental obligation. A tax-exempt obligation that is not a private activity bond (see below) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

Private activity bond. This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, **and**
- More than 10% of the payment of principal or interest of the issue is **either (a)** secured by an interest in property to be used for a private business use (or payments for such property) **or (b)** to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which **(a)** are to be used directly or indirectly to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and **(b)** exceeds the lesser of 5% of the proceeds **or** \$5 million.

Issue price. The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus, when issued for cash, the issue price is the first price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

Issue. Generally, obligations are treated as part of the same issue if they are issued by the same issuer, on the same date, and in a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meet the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

Arbitrage rebate. Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

Construction issue. This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds are to be used for construction expenditures with respect to property to be owned by a governmental unit or a section 501(c)(3) organization, and

2. All the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a section 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make an irrevocable election to pay a penalty. The penalty is equal to 1½% of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

Specific Instructions

Part I—Reporting Authority

Amended return. An issuer may file an amended return to change or add to the information reported on a previously filed

return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the **Amended Return** box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new or corrected information. Attach an explanation of the reason for the amended return and write across the top, "Amended Return Explanation." Failure to attach an explanation may result in a delay in processing the form.

Line 1. The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. For a lease or installment sale, the issuer is the lessee or the purchaser.

Line 2. An issuer that does not have an employer identification number (EIN) should apply for one on Form SS-4, Application for Employer Identification Number. You can get this form on the IRS website at IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676). You may receive an EIN by telephone by following the instructions for Form SS-4.

Line 3a. If the issuer wishes to authorize a person other than an officer or other employee of the issuer (including a legal representative or paid preparer) to communicate with the IRS and whom the IRS may contact about this return (including in writing or by telephone), enter the name of such person here. The person listed in line 3a must be an individual. Do not enter the name and title of an officer or other employee of the issuer here (use line 10a for that purpose).

Note. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS may contact about this return, the issuer authorizes the IRS to communicate directly with the individual entered on line 3a and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

Lines 4 and 6. If you listed an individual on line 3a to communicate with the IRS and whom the IRS may contact about this return, enter the number and street (or P.O. box if mail is not delivered to street address), city, town, or post office, state, and ZIP code of that person. Otherwise, enter the issuer's number and street (or P.O. box if mail is not delivered to street address), city, town, or post office, state, and ZIP code.

Note. The address entered on lines 4 and 6 is the address the IRS will use for all written communications regarding the processing of this return, including any notices.

Line 5. This line is for IRS use only. Do not make any entries in this box.

Line 7. The date of issue is generally the date on which the issuer physically

exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds. For a lease or installment sale, enter the date interest starts to accrue in a MM/DD/YYYY format.

Line 8. If there is no name of the issue, please provide other identification of the issue.

Line 9. Enter the CUSIP (Committee on Uniform Securities Identification Procedures) number of the bond with the latest maturity. If the issue does not have a CUSIP number, write "None."

Line 10a. Enter the name and title of the officer or other employee of the issuer whom the IRS may call for more information. If the issuer wishes to designate a person other than an officer or other employee of the issuer (including a legal representative or paid preparer) whom the IRS may call for more information about the return, enter the name, title, and telephone number of such person on lines 3a and 3b.



Complete lines 10a and 10b even if you complete lines 3a and 3b.

Part II—Type of Issue



Elections referred to in Part II are made on the original bond documents, not on this form.

Identify the type of obligations issued by entering the corresponding issue price (see *Issue price* under *Definitions* earlier). Attach a schedule listing names and EINs of organizations that are to use proceeds of these obligations, if different from those of the issuer, include a brief summary of the use and indicate whether or not such user is a governmental or nongovernmental entity.

Line 18. Enter a description of the issue in the space provided.

Line 19. If the obligations are short-term tax anticipation notes or warrants (TANs) or short-term revenue anticipation notes or warrants (RANs), check box 19a. If the obligations are short-term bond anticipation notes (BANs), issued with the expectation that they will be refunded with the proceeds of long-term bonds at some future date, check box 19b. Do not check both boxes.

Line 20. Check this box if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also check this box if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal. **Do not** check this box if the proceeds of the obligation are received in the form of cash, even if the term "lease" is used in the title of the issue.

Part III—Description of Obligations

Line 21. For column (a), the final maturity date is the last date the issuer must redeem the entire issue.

For column (b), see *Issue price* under *Definitions* earlier.

For column (c), the stated redemption price at maturity of the entire issue is the sum of the stated redemption prices at maturity of each bond issued as part of the issue. For a lease or installment sale, write "N/A" in column (c).

For column (d), the weighted average maturity is the sum of the products of the issue price of each maturity and the number of years to maturity (determined separately for each maturity and by taking into account mandatory redemptions), divided by the issue price of the entire issue (from line 21, column (b)). For a lease or installment sale, enter instead the total number of years the lease or installment sale will be outstanding.

For column (e), the yield, as defined in section 148(h), is the discount rate that, when used to compute the present value of all payments of principal and interest to be paid on the obligation, produces an amount equal to the purchase price, including accrued interest. See Regulations section 1.148-4 for specific rules to compute the yield on an issue. If the issue is a variable rate issue, write "VR" as the yield of the issue. For other than variable rate issues, carry the yield out to four decimal places (for example, 5.3125%). If the issue is a lease or installment sale, enter the effective rate of interest being paid.

Part IV—Uses of Proceeds of Bond Issue

For a lease or installment sale, write "N/A" in the space to the right of the title for Part IV.

Line 22. Enter the amount of proceeds that will be used to pay interest from the date the bonds are dated to the date of issue.

Line 24. Enter the amount of the proceeds that will be used to pay bond issuance costs, including fees for trustees and bond counsel. If no bond proceeds will be used to pay bond issuance costs, enter zero. Do not leave this line blank.

Line 25. Enter the amount of the proceeds that will be used to pay fees for credit enhancement that are taken into account in determining the yield on the issue for purposes of section 148(h) (for example, bond insurance premiums and certain fees for letters of credit).

Line 26. Enter the amount of proceeds that will be allocated to such a fund.

Line 27. Enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds within 90 days of the date of issue.

Line 28. Enter the amount of the proceeds that will be used to pay

principal, interest, or call premium on any other issue of bonds after 90 days of the date of issue, including proceeds that will be used to fund an escrow account for this purpose.

Part V—Description of Refunded Bonds

Complete this part only if the bonds are to be used to refund a prior issue of tax-exempt bonds. For a lease or installment sale, write "N/A" in the space to the right of the title for Part V.

Lines 31 and 32. The remaining weighted average maturity is determined without regard to the refunding. The weighted average maturity is determined in the same manner as on line 21, column (d).

Line 34. If more than a single issue of bonds will be refunded, enter the date of issue of each issue. Enter the date in an MM/DD/YYYY format.

Part VI—Miscellaneous

Line 35. An allocation of volume cap is required if the nonqualified amount for the issue is more than \$15 million but is not more than the amount that would cause the issue to be private activity bonds.

Line 36. If any portion of the gross proceeds of the issue is or will be invested in a guaranteed investment contract (GIC), as defined in Regulations section 1.148-1(b), enter the amount of the gross proceeds so invested, as well as the final maturity date of the GIC and the name of the provider of such contract.

Line 37. Enter the amount of the proceeds of this issue used to make a loan to another governmental unit, the interest of which is tax-exempt.

Line 38. If the issue is a loan of proceeds from another tax-exempt issue, check the box and enter the date of issue, EIN, and name of issuer of the master pool obligation.

Line 40. Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of arbitrage rebate with this form. See Rev. Proc. 92-22, 1992-1 C.B. 736 for rules regarding the "election document."

Line 41a. Check this box if the issuer has identified a hedge on its books and records according to Regulations sections 1.148-4(h)(2)(viii) and 1.148-4(h)(5) that permit an issuer of tax-exempt bonds to identify a hedge for it to be included in yield calculations for computing arbitrage.

Line 42. In determining if the issuer has super-integrated a hedge, apply the rules of Regulations section 1.148-4(h)(4). If the hedge is super-integrated, check the box.

Line 43. If the issuer takes a "deliberate action" after the issue date that causes

the conditions of the private business tests or the private loan financing test to be met, then such issue is also an issue of private activity bonds. Regulations section 1.141-2(d)(3) defines a deliberate action as any action taken by the issuer that is within its control regardless of whether there is intent to violate such tests. Regulations section 1.141-12 explains the conditions to taking remedial action that prevent an action that causes an issue to meet the private business tests or private loan financing test from being treated as a deliberate action. Check the box if the issuer has established written procedures to ensure timely remedial action for all nonqualified bonds according to Regulations section 1.141-12 or other remedial actions authorized by the Commissioner under Regulations section 1.141-12(h).

Line 44. Check the box if the issuer has established written procedures to monitor compliance with the arbitrage, yield restriction, and rebate requirements of section 148.

Line 45a. Check the box if some part of the proceeds was used to reimburse expenditures. Figure and then enter the amount of proceeds that are used to reimburse the issuer for amounts paid for a qualified purpose prior to the issuance of the bonds. See Regulations section 1.150-2.

Line 45b. An issuer must adopt an official intent to reimburse itself for preissuance expenditures within 60 days after payment of the original expenditure unless excepted by Regulations section 1.150-2(f). Enter the date the official intent was adopted. See Regulations section 1.150-2(e) for more information about official intent.

Signature and Consent

An authorized representative of the issuer must sign Form 8038-G and any applicable certification. Also print the name and title of the person signing Form 8038-G. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that have been designated in Form 8038-G.

Note. If the issuer in Part 1, lines 3a and 3b authorizes the IRS to communicate (including in writing and by telephone) with a person other than an officer or other employee of the issuer, by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

Paid Preparer

If an authorized officer of the issuer filled in this return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the

return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the *Paid Preparer Use Only* area of the return.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature (a facsimile signature is acceptable),
- Enter the preparer information, and
- Give a copy of the return to the issuer.

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us

the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form varies depending on individual circumstances. The estimated average time is:

Learning about the law or the form
Preparing, copying, assembling, and sending the form to the IRS

2 hr., 41 min.
3 hr., 3 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAP:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. **Do not** send the form to this office. Instead, see *Where To File*.

SAMPLE

Purchase Order and Delivery Requirements

Large Order Delivery Requirements

In order to facilitate a timely and accurate product shipment, please accurately provide complete details. **This document can be completed using *Preview* or *Adobe Acrobat*.**

Please complete the following if your PO is >\$100K, >300lbs, and/or includes a Bretford Cart.

1. Does the delivery location have a dock? ☒ Yes ☐ No
2. Does the delivery location require a truck with lift gate? ☒ Yes ☐ No
3. Does the delivery location have a Forklift/Pallet Jack? ☒ Yes ☐ No
4. Does the delivery location have the manpower to offload the quantity of freight they are expecting? ☒ Yes ☐ No
5. Can the delivery location accommodate a 53-foot trailer if they are expecting an FTL (full truckload) size shipment? ☒ Yes ☐ No
6. Does the delivery location require an appointment? ☐ Yes ☒ No
7. Can you accept the entire delivery at once? ☒ Yes ☐ No
8. Does the delivery location require inside delivery? ☒ Yes ☐ No

(Please note that the carrier is unable to deliver this product up **stairs**. We advise that you make alternate arrangements to bring the delivery to the required floor.)

- Is there a freight elevator at the delivery location? ☒ Yes ☐ No

9. List the name and phone number for 2 delivery location contacts:
 - a. Dale Kline, (717) 626-3734x3628 or (717) 333-3706
 - b. Jeff Weber, (717) 626-3734x3728 or (717) 799-1012
10. Are there any holidays, closure dates or hours of operation that would prevent an 8am-5pm delivery? **Do not attempt delivery on July 4, 2018.**
Do not attempt delivery on any Friday, Saturday or Sunday.
11. Are there any other special delivery requirements we should be aware of?
Do not attempt delivery prior to July 1st, 2018. Delivery before this date will be refused.

12. Please confirm the correct SHIP TO address: Warwick High School
301 W. Orange St., Lititz, PA. 17543