

Reading Companion Checklist

Required Documents:

- Cover Sheet
- IBM Affirmation of Compliance
- IRS 501(c)3 Letter (**NOT** a PA State Exemption Certificate)

Before submitting these documents, please confirm that they meet the following criteria:

- The organization name, address, and federal ID number provided in the Affirmation of Compliance match those in your IRS 501(c)3 letter **EXACTLY**, including abbreviations and punctuation. For example, if the organization is addressed as Project H.O.M.E. in its IRS Letter, an affirmation that lists the name as Project HOME (without periods) will not be accepted by IBM's auditors.
- The address listed on both forms is your *current* address. If the address on your organization's IRS letter is out-of-date, you must file with the IRS to have an updated/corrected form sent to you before submitting the Reading Companion application. The updated letter typically arrives within a few weeks after the request is made.

If your organization is certified exempt under the 501(c)3 of a larger umbrella organization, you must provide the following:

- The IRS 501(c)letter of the umbrella organization
- The Directory for the umbrella organization where the local organization is listed (rather than submitting the entire Directory, can submit the cover page of the Directory and the page where the organization is listed).
- Two proofs of address. All documents must have the current physical street address and your organization's name. Only the documents listed below are acceptable:
 - Utility bill: Gas, Water, or Electric are acceptable. It cannot be a phone bill, or vendor bill -such as office supply store. If you don't pay rent and are housed within another organization's building, we CANNOT accept a letter from the organization.
 - Current lease agreement. You must submit the lease page where address and organizational name are listed and final lease page signed by both parties.
 - State exemption certificate. It should include the organization name and current physical address.
 - Other government document. It must come from the government and not on letterhead. Examples: tax receipt or business license.