

ABC Company
Contract #12-IAFUND-example

DOCUMENTS NEEDED FOR PROCESSING REQUESTS FOR DISBURSEMENT

Contract Documents 5.1:

Received

Responsibility of:

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Fully executed Contract [§5.1(a)] | <u>Business, IEDA</u> |
| <input type="checkbox"/> | Certified copy of the corporation's Articles of Incorporation [§5.1(b)] | <u>Business</u> |
| <input type="checkbox"/> | Certificate of Corporate Existence from the Iowa Secretary of State [§5.1(c)] | <u>Business</u> |
| <input type="checkbox"/> | Solid and Hazardous Waste Reduction Plan. To comply with Iowa Code section 15A.1(3)"b". <i>Submit in a brief paragraph on business letterhead 1) Certifying the business has hazardous waste and who disposes of it for the business (include a copy of the plan, if applicable), 2) If not hazardous waste, then the name of who the business contracts with for disposal of solid waste (wastepaper) and the frequency, 3) How the business intends to reduce waste.</i> [§5.1(e)] | <u>Business</u> |
| <input type="checkbox"/> | Executed Promissory Note (LOANS ONLY) [§4.2(f)] | <u>Business</u> |
| <input type="checkbox"/> | Documentation of satisfactory credit history of Business and guarantors [§5.1(f)] | <u>IEDA</u> |
| <input type="checkbox"/> | Security Documents: | <u>IEDA</u> |
| <input type="checkbox"/> | Blanket UCC-1 Financing Statement | |
| <input type="checkbox"/> | Documentation of Required Match. Recipient will be required to document that the non-Innovation Acceleration funds are in hand for State funds to be disbursed. This will need to be documented with bank statements, loan docs, deposit documents, etc.[§5.1(g)] | <u>Business</u> |
| <input type="checkbox"/> | Signed SSBCI Certification and Release of Information form | <u>Business</u> |
| <input type="checkbox"/> | Signed Sex Offender Certification form (<u>to be completed by Applicant and all investors</u>) | <u>Business</u> |
| <input type="checkbox"/> | Signed Lender/Investor Certification for Use of Proceeds form (<u>to be completed by all investors</u>) | <u>Business</u> |

"Other" Documents:

- | | | |
|--------------------------|--|-----------------------|
| <input type="checkbox"/> | Signed Request for Disbursement Form (GAX) | <u>Business, IEDA</u> |
| <input type="checkbox"/> | W-9 form | <u>Business</u> |
| <input type="checkbox"/> | Other _____ | |

IEDA USE ONLY

I certify all original signed contract documents have been received and appropriate documentation supporting this payment of \$_____ has been reviewed and approved.

CT Project Manager

Date

CT Team Leader

Date