



# Sponsor Organization's Annual Certification for Specialty License Plate

Office Use Only

P.O. Box 201431 Helena, MT 59620-1431 • Fax (406) 444-2086 • Email [mvdtitleinfo@mt.gov](mailto:mvdtitleinfo@mt.gov) • [www.dojmt.gov/driving](http://www.dojmt.gov/driving)

Organizations are required to complete an annual certification and submit supporting documentation.

## Section 1: Sponsor Organization Information

Sponsor name:			
Telephone number:	Website:	Tax ID number:	
Mailing address:	City:	State:	Zip:
Physical address:	City:	State:	Zip:

## Section 2: Sponsor Liaison

Printed name of sponsor liaison:			
Liaison telephone number:	Email address:		
Liaison mailing address:	City:	State:	Zip:

## Section 3: Sponsor Organizations

1. Is the sponsor required to register with the Montana Secretary of State (SOS)?  Yes  No
  - a. If yes, the sponsor is in good standing with SOS?  Yes  No
2. Is the person listed as the liaison is authorized to act as the sponsor's liaison?  Yes  No
3. Is the sponsor organization a tax-exempt organization under 26 U.S.C. 501(c)(3)  Yes  No
4. Is the sponsor organization required to file an annual tax filing documents, including 990N, 990EZ, 990PF, or 990  Yes  No
  - a. If no, why not? \_\_\_\_\_
5. Is the sponsor organization of service to the community through specific programs that promote improving health, education, or general welfare?  Yes  No
  - a. If no, is the sponsor organization comprised of military service veterans?  Yes  No
6. Headquarters or base of operations:
  - a. Is the sponsor headquarters or base of operations in this state?  Yes  No  
If no, describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Is the sponsor a chapter or branch of an international, national, or regional organization, the chapter or branch is in good standing and has authorization in writing from the parent organization to use the name and graphic of the parent organization Yes No

If no, describe:

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7. Is the sponsor a Montana entity? Yes No
8. Does the sponsor have an active telephone number? Yes No
9. Are 75% of the donation fees collected for generic plates spent in Montana? Yes No
10. In the last calendar year, the sponsor collected \$\_\_\_\_\_ in generic specialty plate fees.
- a. In the last calendar year, the sponsor spent \$\_\_\_\_\_ of the generic specialty plate fees collected in Montana.
11. The name, identifying phrase, and graphic on the generic specialty license plate
- a. Is the sponsor authorized to use them? Yes No
- b. Is there any infringement or violation of any property right in the use of them? Yes No

#### **Section 4. Required Documents Enclosed with Certification**

**You must enclose the following documents with your annual certification form.**

**Do NOT staple your documents.**

- Copy of current Montana Secretary of State's certificate of good standing
- Copy of IRS determination letter
- Copy of current federal income tax filing documents
- IRS Form 990N, 990EZ, or 990PF, or 990
- Other: \_\_\_\_\_
- Organization is not required to submit annual tax filing documents.
- List of current board of directors, positions, and contact information.
- Additional Documentation showing 75% of collected fees from Specialty License Plates were spent in Montana for last calendar year.
- Balance Sheet
- Profit and loss statement
- Attach form MV117A describing how the money collected by the Specialty License Plate was spent and detailing whether it was spent in or outside of Montana

**Section 5. Required Documents Faxed to Motor Vehicles Division**

Do **NOT** submit with your certification.

The following documents must be submitted by FAX ATTN: Specialty Plates to 406.444.2086

Proof of Montana banking institute.

1<sup>st</sup> page of most recent bank statement showing sponsor name, address, date, banking institution's name, and account number.

**REDACT** all financial information from this page, including balances, debits and credits.

**Section 6. Indemnification Section:**

The Sponsor agrees to indemnify, hold harmless, and release DOJ/MVD and their officers, agents and employees from and against all loss, damages, injury, liability, suits and proceedings arising from the use of the name, identifying phrase, and graphic on the generic specialty license plate, including but not limited to any loss, damages, injury, liability, suits or proceedings from the use of the name, Identifying phrase, and graphic.

**Section 7. Certification Section:**

- I understand and accept MCA 61-3-472 through 61-3-481 Specialty License Plate requirements.
- I have reviewed my organization's information as listed on the Motor Vehicle Division's website <https://dojmt.gov/driving/plate-designs-and-fees/> and no updates are needed at this time. If updates are needed, submit form MV120.
- Under penalty of law (MCA 45-7-203), I certify that the statements made and information contained on this form, the attached form, and banking statements are true and correct to the best of my knowledge, information, and belief; I am the person named on this form; and, if signing for a business entity or trust, I have full authority to do so.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Legal signature

**For office use only**

<input type="checkbox"/> The annual certification for sponsorship is approved. MVD Coordinator Signature/Date _____
<input type="checkbox"/> The annual certification for sponsorship is rejected for the following reason: _____ _____ _____ _____