

SIGNING INSTRUCTION SHEET

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL THE DOCUMENTATION DEPARTMENT AT DOCDEPT@GOVAP.COM

Attached please find the documents regarding property being financed. Please sign in **blue ink** the following documents and witness as indicated. Please print your documents single sided only. These documents have been prepared and are being provided with the intent of a smooth and timely funding; however, by providing these documents an irrevocable offer to provide funding for this transaction is not represented until such time as adequate financial information is provided and loan committee approval is granted.

- FINANCE CONTRACT, PROMISSORY NOTE, OR LEASE AGREEMENT**
Please read and understand the document. The document requires the signature and date of the Board or Council authorized individual with the signature witnessed.
- EXHIBIT "B"**
Please review and verify that the information contained in this document is correct, and sign if indicated.
- INCUMBENCY CERTIFICATE**
The authorized individual needs to sign this document, in front of a witness, who is either the "Keeper of the Records", Secretary of the Board, Clerk of the Board, City Secretary, or other Administrative Official.
- INSURANCE CERTIFICATE (if applicable)**
Please provide Insurance Information, such as, Company name, Email Address, Phone Number, Policy Number, etc. If you are Self-Insured, please indicate and provide a Self-Insurance Certificate.
- CERTIFICATE OF ACCEPTANCE (if applicable)**
If equipment has been received please sign and date this Certificate. If equipment has not been received please do not sign but complete the bottom portion of the Certificate.
- ATTORNEY'S OPINION (if applicable)**
Provided in your doc package, is an Attorney's Opinion letter template. This template needs to be retyped on your attorney's letterhead paper. Urge your attorney to call us with any questions, or comments.
- RESOLUTION**
The Resolution authorizes the actual financing and the Authorized Signer's authority to sign the documents. Please sign as indicated and date the **day of Board or Council action**.
- ESCROW AGREEMENT (if applicable)**
Sign original as indicated. An "*Agent*" will be determined upon our receipt of the documents.
- EXHIBIT A AND ATTACHMENT 1 / PAYMENT REQUEST / ACCEPTANCE CERTIFICATE (if applicable)**
When you are ready to pay your vendor, please complete and return this form to our Documentation Department along with the vendor invoice. If equipment has not been received, please keep this form, so we can proceed with the paperwork. Then send the Payment Request/Acceptance Certificate Form when equipment is received.
- 8038-G or 8038-GC FORM**
An 8038-G or 8038-GC is required by the IRS. Please sign and date the form. We will file on your behalf.
- W-9 Form**
A W-9 is a request for Taxpayer Identification number and Certification. Please **fill out** and sign and date.
- ADVANCE PAYMENT (if applicable)**
If applicable, include any Advance Payment, "At Signing", or Fee as invoiced, and return your payment along with the signed documents.

**PLEASE RETURN ALL ORIGINAL DOCUMENTS TO:
PLEASE LET US KNOW IF A PREPAID FEDEX LABEL IS NEEDED**

GOVERNMENT CAPITAL CORPORATION
Attn: Documentation Department
345 Miron Drive
Southlake, TX 76092
Ph: 817-421-5400