



# AutoDataDirect, Inc.

1379 Cross Creek Circle, Tallahassee, FL 32301  
P:866-923-3123 – F:850-877-5910

## Instructions for South Carolina ELT Application

Please use the attached form to set up your ELT access for South Carolina through Auto Data Direct, Inc.

In order to record liens on vehicles, vessels or mobile homes titled in South Carolina, you will need to have a participant ID number issued by an authorized vendor such as Auto Data Direct, Inc.

### **ADD Account**

In order to access your SC electronic lien titles through Auto Data Direct, Inc., you will need to have an ADD account. Customers with existing ADD accounts can add ELT access at no additional sign-up cost. Simply complete the required form, sign, and mail it to ADD.

New users will need to create an ADD account. Go to [www.add123.com/sign-up](http://www.add123.com/sign-up) and follow instructions to create an account, or simply call the toll-free Customer Support line, (866) 923-3123, for help completing the process.

### **Complete the SC ELT Application**

Please complete and sign the application for ELT service in South Carolina through Auto Data Direct, Inc., and submit the completed application to ADD by mail:

AutoDataDirect, Inc.  
1379 Cross Creek Circle  
Tallahassee, FL 32301-3729

**Please make sure you use the form-fillable PDF attached or print the form and type the information on the printed document. Fill in the requested information, print out the form, sign the paper copy and fax, email or mail the completed form to ADD. If your company name is different from your Lienholder Name, let ADD know under which account to file your SC ELT number.**

Thank you for choosing Auto Data Direct, Inc. If we may assist you with account set up or with any of our other services, please do not hesitate to contact us by email at [info@add123.com](mailto:info@add123.com) or by telephone at 1-866-923-3123.

Business Partner Name \_\_\_\_\_ Account # \_\_\_\_\_

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF MOTOR VEHICLES**

**ELECTRONIC LIEN AND TITLE PROGRAM**

**MEMORANDUM OF UNDERSTANDING**

1. This agreement is between the South Carolina Department of Motor Vehicles, hereinafter referred to as the DMV, and \_\_\_\_\_, hereinafter referred to as the Business Partner.
2. The purpose of this agreement is to establish the parameters for the use of the DMV's Electronic Lien Holder and Title Program, hereinafter referred to as ELT, by the Business Partner and the DMV. Both parties agree the successful outcome of this project is of economic benefit to both parties and therefore agree to be bound by the terms and conditions set forth herein. This agreement includes and incorporates all terms, conditions, and definitions made between the DMV and the Business Partner for this project. Any amendment or modification to this agreement shall be in writing duly executed by each party's authorized official, which shall become effective at a time mutually agreed upon by the parties.
3. This agreement shall become effective on the date of execution and shall continue in force until modified, amended or terminated.
4. This agreement is subject to any restrictions, limitations or conditions enacted by the South Carolina Legislature, which may affect any or all terms or provisions of this agreement in any manner. The Business Partner agrees that upon written notice from the DMV of any such restrictions, limitations or conditions as may be enacted by the South Carolina Legislature will constitute a modification or amendment to this agreement until such time as they are put in writing and duly executed by each party's authorized official as required in paragraph two (2) of this agreement. The DMV will advise the Business Partner of any such actions taken by the South Carolina Legislature as soon as possible, but lack of notification by the DMV does not negate the legal requirement to comply with all applicable provisions of law. The Business Partner may immediately terminate this agreement if it decides not to comply with the modifications or amendments to this agreement.
5. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on either party.
6. This agreement is subject to the right of either party to terminate the agreement at any time without cause by giving the other party at least thirty calendar days prior written notice of such termination at the addresses specified below. Notice is effective from the date sent by facsimile (FAX) transmission or, if served by mail, five days from the date of mailing.

Business Partner \_\_\_\_\_



7. This agreement is not assignable by the Business Partner, either in whole or in part, without the written consent of the DMV.

8. The Business Partner agrees that this agreement is subject to the Driver Privacy Protection Act, 18 U.S.C. Chapter 123, and South Carolina Code Ann. § 30-4-160 and -165 and certifies that all personal information and vehicle information which is considered privileged and confidential under state and federal law and is contained in any title information forwarded to the Business Partner under this agreement will not be released by the Business Partner to any individual or other legal entity who would not otherwise have access to such information. Any release of information by the Business Partner to any unauthorized individual or other legal entity will result in the DMV terminating this agreement and the Business Partner will hold the DMV harmless for any resulting damage or loss. Notwithstanding any other time limits herein, the DMV may terminate this agreement for such unauthorized use or disclosure by written notice to the Business Partner, such notice to be effective upon facsimile (FAX) transmission to the Business Partner or five (5) days from the date of mailing of such notice.

9. The Business Partner agrees to contact the DMV's Information Technology Office, herein referred to as ITO, at 803.896.0579 immediately upon discovering that the DMV has sent to the Business Partner by electronic or any other means ELT data or records intended to be sent to another entity. Notwithstanding any other time limits set forth herein, the DMV may terminate this agreement by written notice to the Business Partner for failure to immediately report such error to the DMV, such notice to be effective 5 (five) days after mailing or upon facsimile (FAX) transmission by the DMV.

10. The Business Partner agrees to obtain written permission from each registered owner prior to submitting a change of address to the DMV and further agrees that each submission of a change of address shall be deemed the Business Partner's certification that written permission was obtained in accordance with this provision.

11. The Business Partner may use the electronic mailbox or web transaction to complete the following transactions:

- a. Lien Notification from the DMV to lienholder;
- b. Lien Release Due to Error;
- c. Change Owner Address by Lienholder;
- d. Release Lien with 'Mail to' Address; and
- e. Request Printed Title.

When an electronic lien satisfaction is submitted to the DMV, the Business Partner assumes full responsibility for its accuracy and the DMV is held harmless for any damage or loss, if any, from issuing a title based upon such electronic lien satisfaction. Certificate of Title fees will be required when an electronic lien and title is established and, in some cases, when the title record is modified or corrected.

12. The transmission of on-line file transfer to the Business Partner by the DMV and to the DMV by the Business Partner will be accomplished utilizing the AAMVAnet/ADVANTIS mailbox or web transaction in a format designated by the DMV.
13. All costs incurred by the Business Partner to participate in ELT will be its sole responsibility.
14. Each DMV business day, the DMV will produce and send electronically to the Business Partner, after the close of business, data consisting of lien notification entered onto DMV record files that same day. In response, the Business Partner will match lien notification to its files and will send electronically an acknowledgment of the lien notification from its ELT file as well as any corrections or changes made to existing records on its ELT file.
15. When the DMV and the Business Partner agree to convert existing paper titles with liens to electronic titles, the parties will enter into a separate Memorandum of Understanding to govern the process and the destruction of the paper title documents.
16. Until the Certificate of Title is printed on secure paper by the DMV at the request of the Business Partner, the necessary information and data required to establish a lien will be electronically transmitted to the Business Partner's electronic mailbox or web transaction. This transmission of information will be considered by the parties to be a delivery of an electronic title. The Business Partner will then retain that information or any other information held by the Business Partner, which may then be configured in any electronic format the Business Partner may deem appropriate to fit within its system.
17. Once the lien has been satisfied and the Business Partner authorizes DMV to release the Certificate of Title, the DMV will print such Certificate of Title on secured paper and mail it to the registered owner at the address on DMV's file or to another address provided by the Business Partner on behalf of the registered owner. The DMV will be held harmless by the Business Partner for any resulting damage or loss due to the Business Partner's failure to notify the DMV to mail to an address other than that of the registered owner.
18. If the DMV decides to terminate the ELT concept, all ELT records of ownership shall have a paper title produced and delivered or mailed to the Business Partner without cost.
19. If the Business Partner decides to terminate their participation in this process or if the DMV terminates this agreement for cause and paper titles are requested, the DMV will print, deliver or mail such titles to the Business Partner without cost.
20. If the Business Partner sells or otherwise transfers ELT Titles to another financial institution, the transaction must comply with the provisions of Title 56, Chapter 19, South Carolina Code of Laws. Said transfer must be submitted to DMV on the proper forms and be accompanied by all required fees.

21. Except to the extent DMV or its employees or agents are liable pursuant to the DPPA and South Carolina law, the Business Partner agrees to indemnify and hold harmless the DMV and its officers, agents and employees from the Business Partner's unauthorized disclosure of DMV information, or the Business Partner's breach of this agreement.

22. If the Business Partner uses a service bureau or software provider ("Provider") for the performance of this agreement, the Business Partner agrees to enter into an agreement with the Provider in which the provider will agree to perform the terms of this agreement, including but not limited to paragraph eight (8) of this agreement, and indemnify and hold harmless the Business Partner and the DMV as to any and all claims for Provider's unauthorized disclosure of information, or Provider's breach of its agreement with the Business Partner. A Provider used by the Business Partner must be approved by the DMV. The Provider must demonstrate that they can meet the DMV technical standards.

23. The DMV shall not be responsible for any error or transmission of inaccurate information by the Business Partner or any Provider of the Business Partner resulting in erroneous release or satisfaction of lien by the DMV or by the motor vehicle authority of any other jurisdiction.

24. The Business Partner shall indemnify the DMV for and against any and all claims, losses, damages, judgments, liabilities or similar costs and expenses which arise in whole or in part out of the acts or omissions of the Business Partner with respect to or as a result of the Business Partner's failure to abide by the terms of this Contract, including, without limitation, reasonable attorneys fees and all other costs of defending any such action or claim.

25. This agreement is entered into in the State of South Carolina and is governed by the provisions of the laws of the State of South Carolina.

26. For notice purposes under this agreement, the notice address for the Business Partner is:

Business Partner: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

The notice address of the DMV is:

South Carolina Department of Motor Vehicles  
Attention: Executive Director  
Post Office Box 1498  
Blythewood, South Carolina 29016  
Telephone: 803.896.8924  
Facsimile: 803.896.8926



As witness herein, the parties hereto have affixed their signatures and seals.

**BUSINESS PARTNER**

\_\_\_\_\_  
Business Partner

\_\_\_\_\_  
Authorized Representative (*print name and title*)

\_\_\_\_\_  
Authorized Representative (*signature*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Taxpayer Identification Number or Federal Employee Identification Number

\_\_\_\_\_  
Business Partner's Street Address of Principal Place of Business

**DEPARTMENT OF MOTOR VEHICLES**

\_\_\_\_\_  
Melinda S. Woodhurst, Director Administration

\_\_\_\_\_  
Date

Business Partner \_\_\_\_\_





# South Carolina Department of Motor Vehicles

## ELT Lienholder Application

**ELT-1**  
(Rev. 2/08)

**FOR DMV USE ONLY**

Acct. No. \_\_\_\_\_ Lienholder Customer Number \_\_\_\_\_

**1. LIENHOLDER INFORMATION**

Date submitted to the DMV (MM-DD-YY)      -   -      \_\_\_\_\_

Target Program Start Date      -   -      \_\_\_\_\_

Lienholder Name \_\_\_\_\_

President/CEO \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact's Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Fax #    (    )    -      Telephone #    (    )    -      \_\_\_\_\_

Legal Business Name \_\_\_\_\_

FEIN \_\_\_\_\_

Approximate number of liens established per week \_\_\_\_\_

**2. PHYSICAL ADDRESS**

Street \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

**3. SPECIAL MAILING ADDRESS**

(If the business mailing address is different from the physical address)

Street \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

**4. ELT SERVICE PROVIDER INFORMATION** (If your organization uses an ELT Service Provider)

Name of Provider \_\_\_\_\_

Street \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

**5. PROVIDE A LIST OF ADDITIONAL LIENHOLDER NAMES** (Other than the legal name) **USED ON TITLES**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**6. PROVIDE THE SC DMV CUSTOMER NUMBER TO BE USED AS THE ELT LIENHOLDER, IF DESIRED. OTHERWISE, DMV WILL ASSIGN THE ELT CUSTOMER NUMBER.**

ELT Customer Number \_\_\_\_\_



## **REMOTE ACCESS SOFTWARE LICENSE AGREEMENT**

This Remote Access Software License Agreement hereinafter (the “Agreement”) is entered into by and between Decision Dynamics, Inc., (“Decision Dynamics”) and \_\_\_\_\_ (Licensee”), located at \_\_\_\_\_ effective as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ (the “Effective Date”). In this Agreement, Decision Dynamics and Licensee sometimes shall be referred to individually as a “Party” and collectively as the “Parties.”

WHEREAS, Decision Dynamics has developed the Premier eTitleLien™ proprietary software, which may include such updates, upgrades, new releases, modifications, error corrections, custom programming or custom interfaces, all as is made available pursuant to this Agreement (collectively the “Software”), and

WHEREAS, Licensee desires to utilize the Software according to the terms as set forth in this Agreement to facilitate the transmission of electronic lien and title information between Licensee and the government entities where Decision Dynamics is authorized to provide electronic lien and title services; and

WHEREAS, Licensee shall make payments pursuant to this agreement to Decision Dynamics’ authorized reseller, Auto Data Direct, Inc.(the “Authorized Reseller”)

NOW THEREFORE, for and in consideration of the mutual covenants and promises set forth herein, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

### **1. Recitals**

The above-referenced recitals are hereby incorporated into this Agreement as stated above.

### **2. License**

Decision Dynamics hereby grants Licensee a non-exclusive, non-transferable right to use the Software by remote access in accordance with this Agreement for the period beginning on the Effective Date and ending on the date of the termination of this Agreement. Licensee shall be allowed to use the Software only according to the then current written instructions and materials regarding the Software which Decision Dynamics may provide or make available to Licensee from time to time provided that any change in the written instructions and materials shall not reflect a material modification to the core functions of the Software (the “Documentation”). The rights granted pursuant to this Agreement are subject to the following limitations and obligations:

- A. Licensee shall have access to the Software only in object code format;
- B. the Software only shall be installed on a computer located at Decision Dynamics’ facility or data center;



- C. Licensee may use the Software only for its own internal purposes. Licensee shall not use the Software to perform any data or information processing services for any third party in return for a fee or other pecuniary benefit of any kind;
- D. except as otherwise specifically set forth in this Agreement, Licensee shall not re-license, sublicense, or otherwise transfer or distribute to any person or entity, any part of the Software, or any right, title or interest therein of any kind;
- E. upon termination of this Agreement, Licensee immediately shall cease use of the Software and destroy or return to Decision Dynamics all user manuals, information or other Documentation provided by Decision Dynamics to Licensee;
- F. Licensee acknowledges that it obtains no right, title or interest in any Decision Dynamics copyright, trademark, patent or other proprietary right relating to the Software and agrees not to remove, alter, cover, or obscure any copyright, trademark, patent or other proprietary rights notice on the Software;
- G. Licensee shall not reverse engineer, decompile, disassemble or otherwise attempt to identify or create any derivative works from the Software. To the extent any such derivative works are created, then such works shall constitute work for hire and the title shall vest thereto in Decision Dynamics. All Software shall remain the sole property of Decision Dynamics and Licensee shall be entitled only to those rights specifically granted hereunder;
- H. Licensee shall use the Software only for lawful purposes and in compliance with all applicable laws and regulations;
- I. Licensee shall obtain all necessary permission from its customers or any other person or entity to transmit any information to Decision Dynamics or any applicable government entity;
- J. Licensee shall be solely responsible for any connection from Licensee's system to Decision Dynamics, including any telephone or other third party fees and charges. Licensee is responsible for providing any equipment necessary to maintain the connection to Decision Dynamics and for the operation and security of such connection;
- K. From time to time, Licensee's access to the Software may be prevented or impaired by connection problems, power outages, web outages, hardware problems or other problems. Further, the Software shall not be available at any time in which Decision Dynamics is performing maintenance or repairs or is experiencing technical problems; and
- L. Licensee shall be solely responsible for securing liens on titles in the manner required by the government entity.

### **3. Services**

Licensee acknowledges and agrees that Decision Dynamics shall not be providing telephone, email or other support services regarding Licensee's use of the Software and that Licensee must make separate arrangements with the Authorized Reseller for the provision of any such services. Decision Dynamics shall provide Licensee with error corrections so as to correct any reproducible non-conformity of the Software to operate in substantial accordance with the then current printed Documentation.

**4. Licensee Responsibilities**

Except as specifically set forth herein, Licensee shall be responsible for the operation and use of the Software. Licensee shall provide all hardware, operating software and Internet connectivity necessary to maintain a connection to Decision Dynamics and for operation of the Software. Licensee further is solely responsible for each of the following:

- A. the suitability of the Software for Licensee's intended use;
- B. the use and operation of the Software in accordance with the Documentation and other written Decision Dynamics' specifications;
- C. the Software's operational results;
- D. all data input into any Software;
- E. the use of the Software in compliance with applicable laws and regulations;
- F. obtaining any necessary consents and otherwise complying with all applicable laws and regulations regarding any information transmitted to Decision Dynamics or the applicable government entity; and
- G. Any security breaches related to Licensee's transmission of any data.

**5. Charges and Payment**

As payment for the licenses granted hereunder, Licensee shall pay to the Authorized Reseller such amounts as are agreed to between Licensee and the Authorized Reseller.

**6. Term and Termination**

This Agreement shall commence on the Effective Date and continue until terminated. Either Party may terminate this Agreement by providing thirty (30) days notice of termination to the other Party. Decision Dynamics may terminate this Agreement immediately by providing thirty (30) days notice of termination to Licensee upon Licensee's breach of any provision of Section 2.

**7. DISCLAIMER OF WARRANTIES**

**ALL SOFTWARE AND SERVICES ARE PROVIDED AS IS, WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, DECISION DYNAMICS EXPRESSLY DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, WORKMANSHIP, DATA INTEGRITY, ABSENCE OF ANOMALIES OR NONCONFORMITIES, ERROR-FREE OPERATION OR UNINTERRUPTED SERVICE.**

**8. LIMITATION OF DAMAGES**

**NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS AGREEMENT, LICENSEE'S EXCLUSIVE REMEDY IN RESPECT OR RELATED IN ANY WAY TO ANY SOFTWARE OR SERVICES PROVIDED HEREIN SHALL BE FOR DECISION DYNAMICS TO REPAIR OR CORRECT THE NONCONFORMITY WITHIN A REASONABLE TIME.**

**IF NOTWITHSTANDING THE PROVISIONS OF THIS AGREEMENT TO THE CONTRARY, LICENSEE IS ENTITLED TO DAMAGES IN RESPECT TO ANY CLAIM ARISING UNDER THIS AGREEMENT, THE TOTAL AMOUNT OF SUCH DAMAGES SHALL BE LIMITED TO THE AMOUNT WHICH LICENSEE HAS PAID TO THE AUTHORIZED RESELLER PURSUANT TO THIS AGREEMENT. IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL DECISION DYNAMICS HAVE ANY LIABILITY FOR ANY INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES OR DAMAGES FOR LOST PROFITS. THE PARTIES AGREE THAT THE PROVISIONS OF SECTIONS 7 AND 8 ARE A FAIR AND REASONABLE ALLOCATION OF RISK AND THAT DECISION DYNAMICS IS UNWILLING TO PROCEED WITH THIS TRANSACTION WITHOUT SUCH PROVISIONS.**

**9. Indemnification**

Licensee agrees to indemnify, defend and hold harmless Decision Dynamics and its shareholders, directors, officers, employees, agents and other representatives from and against any claims, demands, damages, losses, judgments, awards, attorneys fees, expenses or other liabilities of whatsoever nature arising, directly or indirectly, out of any Licensee's breach of any obligation under this Agreement, Licensee's use of the Software or Licensee's failure to obtain any consent required for the use of any information or data.

**10. Confidentiality**

Licensee agrees that all Software, Documentation, passwords, identifiers, access or security codes or any other materials of whatsoever nature which Decision Dynamics provides or provides Licensee access to ("Confidential Information") shall be deemed confidential and shall not be disclosed to any other person or entity. Licensee shall take such actions to preserve and protect the Confidential Information which, at a minimum, are equal to those actions taken by Licensee to preserve and protect their most valuable trade secrets or other proprietary or confidential information. Licensee shall be solely responsible for any unauthorized access or use of the Software caused on the part of any person or entity which gains Licensee's passwords, identifiers, access or security codes or otherwise gains access to the Software. The terms of this Agreement also shall be considered Confidential Information. Notwithstanding the above, any obligation of confidentiality shall not apply to any information which:

- A. was lawfully or rightfully in the Party's possession at the time of the disclosure,  
or
- B. was lawfully and rightfully acquired by the Party through proper means and through no breach of confidentiality, or
- C. is part of the public domain by publication or otherwise.

**11. Governing Law**

This Agreement shall be governed and construed according to the laws of the State of South Carolina.

**12. Force Majeure**

Force Majeure is any cause or circumstance beyond the Party's control such as, but not limited to, acts of God, changes in government regulations, acts of governmental bodies or their employees or agents, weather, strikes, lockouts, boycotts and inability to secure labor or any materials, fire, transportation delays, unavoidable casualties, et cetera. All periods of time specified for performance of any obligation in this Agreement by either Party shall be subject to an extension for a period of time equal to the delay caused by Force Majeure provided that any obligation of payment hereunder shall not be extended because of Force Majeure.

**13. Notices**

Notices, requests, demands or other communications directed to a Party shall be in writing and shall be personally delivered or sent by certified, return receipt requested, registered mail, postage prepaid or via nationally recognized overnight delivery service to the following addresses:

Licensee:

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Decision Dynamics:  
Ann Y. Gunning  
Decision Dynamics  
Post Office Box 2078  
Lexington, South Carolina 29071

**14. Waivers**

The failure of either Party to insist upon strict performance of any term or condition of this Agreement shall not be deemed a waiver of any rights or remedies of such Party in respect to any other provision or in respect of any subsequent breach or default under such term or condition.

**15. Effect of Agreement**

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors and permitted assigns.

**16. Assignment**

Neither Party may assign this Agreement without the express written consent of the other Party, which shall not be unreasonably withheld, provided however, either Party may assign this Agreement without the consent of the other Party to any party which is the successor by way of purchase, merger or other acquisition of all or substantially all of the Party's stock, ownership interests or assets.

**17. Amendments**

This Agreement shall not be modified, altered or amended except by written amendment executed by all Parties.

**18. Relationship with the Parties**

The Parties agree that in the performance of this Agreement, Decision Dynamics is acting as an independent contractor and is not a partner, joint venturer, employee or agent of any other Party.

**19. Survival**

The following provisions shall survive expiration or termination of this Agreement: 7, 8, 9, 10, 11, 12, , 14, 15, 16, 17, 18 and 19.

IN WITNESS WHEREOF, THIS AGREEMENT IS EXECUTED AS OF THE EFFECTIVE DATE.

Decision Dynamics, Inc.

By: \_\_\_\_\_  
Ann Y. Gunning

Title: Chief Information Officer

Integrator

Name: AutoData Direct

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Licensee

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Employer Identification Number (EIN) \_\_\_\_\_