

Completing the Nonprofit Rate Application Form

Please read through all these instructions before you go to the link at the bottom. This website includes a copy of Buchanan County's application form. The items filled in by Buchanan County are in red.

Also included is a blank copy of the application form (PS Form 3624) converted to a Word document. You should be able to type your information on the blank form. Check exactly the same boxes as Buchanan County did. You complete page 1, part 1. The local Postmaster completes page 1, part 2. Page 2 is informational only. In Buchanan County's case, the local Post Office completed page 3 because the Postmaster signs page 3. Check with your local Post Office on completing page 3.

The "Complete Name of Organization" (box 1) should be Iowa State University Cooperative Extension, XXX County District. It needs to be worded this way because the federal income tax exempt letter that you will use for documentation is for Iowa State University. Check "(05) Agriculture" as the type of organization in box 6. The County Extension Education Director should be the applicant (boxes 5, 12, and 13).

The attachments are critical to the application process. Based on Buchanan County's experience, please attach the following:

1. The ISU federal income tax exempt letter which you can download from this website.
2. A copy of the 4-page Memorandum of Understanding between Iowa State University Extension and your County Extension District (CAED 0016A). This Memorandum was last completed and signed by Council Chairs in each county in 1999. You should have a copy on file in your office. If you can't find your copy, submit a blank copy of the Memorandum, which can be ordered from the Extension Distribution Center (EDC).
3. A copy of the "Cooperative Extension Work in Iowa and Provisions of the County Extension Law" booklet (EDC-130). This 12-page booklet is normally used during the orientation process with new Council members. If you don't have one in your file, order one from EDC, or you can print one from EDC's website.
4. A copy of your county's most recent Annual Financial Report (the one you completed last June/July).
5. A copy of your most recent county Stakeholder's Report.
6. A copy of two or three newsletters that your county mails out. In particular include a copy of your 4-H newsletter. Pick newsletters that clearly show Iowa State University Extension in the masthead.

Your completed application and attachments must go to your local Post Office for signature. Your local Post Office will mail it to the Tennessee address. I encourage you to make a photocopy of the completed application for your records. Good luck!

Now [click here](#) to get to the Buchanan County application, the blank application, and the ISU federal income tax exempt letter.