

## Application for Recognition of Exemption Under Section 501(a)

Read the instructions for each Part carefully. **A User Fee must be attached to this application.**  
 If the required information and appropriate documents are not submitted along with Form 8718 (with payment  
 of the appropriate user fee), the application may be returned to the organization.  
**Complete the Procedural Checklist on page 6 of the instructions.**

**Part I. Identification of Applicant** (Must be completed by all applicants; also complete appropriate schedule.)  
 Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a  Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b  Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c  Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)
- d  Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 9)
- e  Section 501(c)(7)—Social clubs (Schedule D, page 11)
- f  Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident, or other benefits to members (Schedule E, page 13)
- g  Section 501(c)(9)—Voluntary employees' beneficiary associations (Parts I through IV and Schedule F, page 14)
- h  Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident, or other benefits (Schedule E, page 13)
- i  Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, page 15)
- j  Section 501(c)(13)—Cemeteries, crematoria, and like corporations (Schedule H, page 16)
- k  Section 501(c)(15)—Mutual insurance companies or associations, other than life or marine (Schedule I, page 17)
- l  Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Parts I through IV and Schedule J, page 18)
- m  Section 501(c)(19)—A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States (Schedule K, page 19)
- n  Section 501(c)(25)—Title holding corporations or trusts (Schedule A, page 7)

<b>1a</b> Full name of organization (as shown in organizing document)  <b>Drive Oregon</b>		<b>2</b> Employer identification number (EIN) (if none, see <b>Specific Instructions</b> on page 2)  <b>27 : 4764989</b>
<b>1b</b> c/o Name (if applicable)		<b>3</b> Name and telephone number of person to be contacted if additional information is needed  <b>Edward A. Bernhard</b>  <b>( 503 ) 298-4891</b>
<b>1c</b> Address (number and street) <b>1600 SW Fourth Avenue</b>	<b>Room/Suite</b> <b>112</b>	
<b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. <b>Portland, Oregon 97201</b>		
<b>1e</b> Web site address <b>www.driveoregon.org</b>	<b>4</b> Month the annual accounting period ends <b>December</b>	<b>5</b> Date incorporated or formed <b>10/29/2010</b>
<b>6</b> Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," attach an explanation.		
<b>7</b> Has the organization filed Federal income tax returns or exempt organization information returns? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.		

**8** Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a  Corporation— Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also attach a copy of the bylaws.
- b  Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.
- c  Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence that the organization was formed by adoption of the document by more than one person. Also include a copy of the bylaws.

If this is a corporation or an unincorporated association that has not yet adopted bylaws, check here . . . . .

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization, and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**PLEASE SIGN HERE** 
**Tim Miller, President**  
 (Type or print name and title or authority of signer)

(Signature) (Date)

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**Part II. Activities and Operational Information** (Must be completed by all applicants)

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- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: **(a)** a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; **(b)** when the activity was or will be initiated; and **(c)** where and by whom the activity will be conducted.

**Please see attached.**

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- 2 List the organization's present and future sources of financial support, beginning with the largest source first.

1. **Grant(s) from the State of Oregon's Oregon Innovation Council**
  2. **Membership Dues from electric vehicle industry members**
  3. **Conference and event registrations**
  4. **Fees for electric vehicle consulting/analysis services**
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**Part II. Activities and Operational Information (continued)**

**3** Give the following information about the organization's governing body:

<b>a</b> Names, addresses, and titles of officers, directors, trustees, etc.	<b>b</b> Annual compensation
Tim Miller, 3495 NW South Road, Portland, OR 97229, Director, President	None
Chris Bakken, 8795 SW Birchwood Rd., Portland, OR 97225, Director	None
Barry Woods, 5608 Grand Oaks Drive, Lake Oswego OR 97035, Director, Interim Executiv	None
Ted Bernhard, 5030 SW Oleson Road, Portland, OR 97225, Director, Chief Legal Officer	None
Doug Bogen, 3741 NW Bronson Crest Loop, Portland, OR 97229 Director	None
Lester Erlston, 15700 SW Flagstone Drive, Beaverton OR 97007, Director	None
John MacArthur, 1424 SE 53rd Ave., Portland, OR 97215 Director, Treasurer	None
James Mast, 2415 SE Ivon St., Portland, Or 97202, Director, Interm Director of Operatio	None
James McDougall, 202 Chestnut Ridge Cir Henderson, NV 89012 Director (continued on attached page)	None

**4** If the organization is the outgrowth or continuation of any form of predecessor, state the name of each predecessor, the period during which it was in existence, and the reasons for its termination. Submit copies of all papers by which any transfer of assets was effected.  
**Not applicable.**

**5** If the applicant organization is now, or plans to be, connected in any way with any other organization, describe the other organization and explain the relationship (e.g., financial support on a continuing basis; shared facilities or employees; same officers, directors, or trustees).  
**Not applicable.**

**6** If the organization has capital stock issued and outstanding, state: **(1)** class or classes of the stock; **(2)** number and par value of the shares; **(3)** consideration for which they were issued; and **(4)** if any dividends have been paid or whether your organization's creating instrument authorizes dividend payments on any class of capital stock.  
**The organization has not issued any capital stock.**

**7** State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.  
**Please see attached response to this question.**

**8** Explain how your organization's assets will be distributed on dissolution.  
**Pursuant to the organizations bylaws, all of the organization's assets will be distributed to another 501(c)(6) organization designated by the Board of Directors prior to that time.**

Part II. Activities and Operational Information (continued)

9 Has the organization made or does it plan to make any distribution of its property or surplus funds to shareholders or members? . . . . .  Yes  No
If "Yes," state the full details, including: (1) amounts or value; (2) source of funds or property distributed or to be distributed; and (3) basis of, and authority for, distribution or planned distribution.

10 Does, or will, any part of your organization's receipts represent payments for services performed or to be performed? .  Yes  No
If "Yes," state in detail the amount received and the character of the services performed or to be performed.
The organization has not received any payments for services performed. In the future, the organization plans to hold at least one annual conference and 2-3 smaller seminars for which it will charge admissions fees. The total combined revenues from from these conferences and seminars is expected to be approximately \$15,000 per year. The organization will compile an industry directory and a strategic industry plan for the electric vehicle industry in Oregon, which it will sell to interested parties at prices still to be determined. The expected revenues from these sources are \$8,000-\$9,000 per year.

11 Has the organization made, or does it plan to make, any payments to members or shareholders for services performed or to be performed? . . . . .  Yes  No
If "Yes," state in detail the amount paid, the character of the services, and to whom the payments have been, or will be, made.
The organization has no shareholders. The organization does not plan to make any payments to members other than ordinary payments to employees except for professional service fees paid to lawyers, accountants, and other third parties who also happen to be members for legal, tax and audit compliance work, budgeted currently at between \$10,000 and \$15,000 per year.

12 Does the organization have any arrangement to provide insurance for members, their dependents, or others (including provisions for the payment of sick or death benefits, pensions, or annuities)? . . . . .  Yes  No
If "Yes," describe and explain the arrangement's eligibility rules and attach a sample copy of each plan document and each type of policy issued.

13 Is the organization under the supervisory jurisdiction of any public regulatory body, such as a social welfare agency, etc.? . . . . .  Yes  No
If "Yes," submit copies of all administrative opinions or court decisions regarding this supervision, as well as copies of applications or requests for the opinions or decisions.

14 Does the organization now lease or does it plan to lease any property? . . . . .  Yes  No
If "Yes," explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)
Drive Oregon has entered into a two year, rent-free lease of a one-room, 161 square foot office space near the Portland State University campus at 1600 SW Fourth Avenue, Suite 112, Portland, Oregon 97201. (see attached)

15 Has the organization spent or does it plan to spend any money attempting to influence the selection, nomination, election, or appointment of any person to any Federal, state, or local public office or to an office in a political organization? . .  Yes  No
If "Yes," explain in detail and list the amounts spent or to be spent in each case.

16 Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material? . . . . .  Yes  No
If "Yes," attach a recent copy of each.

**Part III. Financial Data** (Must be completed by all applicants)

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. **If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.**

**A. Statement of Revenue and Expenses**

Revenue	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From 1/11 To 9/11	(b) 2012	(c) 2013	(d) .....	
1 Gross dues and assessments of members . . . . .	3900	3000	4000		10,900
2 Gross contributions, gifts, etc. . . . .	0	873000*	291000		1164000
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)	0	25000	24000		49000
4 Gross amounts from unrelated business activities (attach schedule)	0	0	0		0
5 Gain from sale of assets, excluding inventory items (attach schedule) . . . . .	0	0	0		0
6 Investment income (see page 3 of the instructions)	0	0	0		0
7 Other revenue (attach schedule). . . . .	0	0	0		0
8 Total revenue (add lines 1 through 7) . . . . .	3900	901000	319000		1223900
<b>Expenses</b>					
9 Expenses attributable to activities related to the organization's exempt purposes. . . . .	500	468900	498300		967700
10 Expenses attributable to unrelated business activities	0	0	0		0
11 Contributions, gifts, grants, and similar amounts paid (attach schedule). . . . .	0	0	0		0
12 Disbursements to or for the benefit of members (attach schedule)	0	0	0		0
13 Compensation of officers, directors, and trustees (attach schedule)	0	136750	117000	(ED Comp.)	253750
14 Other salaries and wages. . . . .	0	0	0		0
15 Interest . . . . .	0	0	0		0
16 Occupancy . . . . .	0	0	0		0
17 Depreciation and depletion . . . . .	0	0	0		0
18 Other expenses (attach schedule) . . . . .	0	0	0		0
19 Total expenses (add lines 9 through 18) . . . . .	500	605650	615300		1221450
20 Excess of revenue over expenses (line 8 minus line 19) . . . . .	3400	295350	(296,300)		2450

**B. Balance Sheet (at the end of the period shown)**

		Current Tax Year as of <b>Sept. 30</b>
<b>Assets</b>		
1	Cash. . . . .	3900
2	Accounts receivable, net. . . . .	
3	Inventories . . . . .	
4	Bonds and notes receivable (attach schedule) . . . . .	
5	Corporate stocks (attach schedule). . . . .	
6	Mortgage loans (attach schedule) . . . . .	
7	Other investments (attach schedule) . . . . .	
8	Depreciable and depletable assets (attach schedule) . . . . .	
9	Land . . . . .	
10	Other assets (attach schedule) . . . . .	
11	<b>Total assets</b> . . . . .	
<b>Liabilities</b>		
12	Accounts payable . . . . .	
13	Contributions, gifts, grants, etc., payable . . . . .	500
14	Mortgages and notes payable (attach schedule) . . . . .	
15	Other liabilities (attach schedule) . . . . .	
16	<b>Total liabilities.</b> . . . . .	3400
<b>Fund Balances or Net Assets</b>		
17	Total fund balances or net assets . . . . .	
18	<b>Total liabilities and fund balances or net assets</b> (add line 16 and line 17) . . . . .	3900

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation.

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**Schedule C** Organizations described in section 501(c)(5) (Labor, agricultural, including fishermen's organizations, or horticultural organizations) or section 501(c)(6) (business leagues, chambers of commerce, etc.)

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1 Describe any services the organization performs for members or others. (If the description of the services is contained in Part II of the application, enter the page and item number here.)

**Please see the description of services contained in Part II of the application.**

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2 Fishermen's organizations only.—What kinds of aquatic resources (not including mineral) are cultivated or harvested by those eligible for membership in the organization?

**Not applicable.**

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3 Labor organizations only.—Is the organization organized under the terms of a collective bargaining agreement? . . .  Yes  No

If "Yes," attach a copy of the latest agreement.

**Not applicable.**

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1. Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: **(a)** a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; **(b)** when the activity was or will be initiated; and **(c)** where and by whom the activity will be conducted.

The purpose of the organization is to promote, support, and grow the electric vehicle industry in Oregon, especially by encouraging and facilitating collaboration amongst the industry's various stakeholders. The following activities are designed to further these goals.

### **Activity 1: Implement Business Practices for Organization**

Percentage of Time: 35 Percent

- (a) Detailed description of the activity, including its purpose and how it furthers the exempt purpose

Implementing general business practices for the organization will include all of the following:

1. Draft job description, undertake search and complete hiring of permanent Executive Director.
2. Establish processes and procedures for day to day operations, including contract management and compliance;
3. Contract for legal, accounting and administrative services as may be necessary;
4. Maintain an interim Board of Directors and establish composition guidelines and timeline for permanent Board of Directors.
5. Maintain Bylaws adopted by Board of Directors

This activity furthers the purpose of the organization by turning what has been an informal group into a sustainable long term business by building out the business and organizational infrastructure necessary to implement the various activities described below.

- (b) When the activity was or will be initiated

The request for proposal for the permanent Executive Director position was posted in September, 2011 and the decision on who to hire is expected to be completed by the end of the calendar year. The other activities have been initiated and are ongoing.

- (c) Where and by whom the activity will be conducted.

These activities are currently being handled by a combination of the Board of Directors, the Executive Officers, the Interim Executive Director, and the Interim Director of Operations and will be primarily handled by the Permanent Executive Director (when hired) and the Board of Directors. There is an Executive Director Hiring committee that consists of a subgroup of the Board of Directors that is handling most of the day to day work of recruiting and hiring an Executive Director. These activities will be handled locally out of the organization's office in Portland, Oregon.

## **Activity 2: Assist Industry Members in Fundraising Activities**

Percentage of Time: 38%

- (a) Detailed description of the activity, including its purpose and how it furthers the exempt purpose

The purpose of these activities are to help recruit new electric vehicle related companies to Oregon and help those that are already headquartered here to gain additional financing so that they can grow and prosper. Specifically, the organization will undertake the following tasks:

1. Identify, attract and secure federal and private funding of EV companies and multi-company collaborative development proposals, providing administrative support and advocacy resources to assist industry in acquiring funding;
2. Establish a matching program that provides local match for federal funds for university research;
3. Initiate competitive grant programs, in conjunction with external partners, to benefit commercialization of Oregon EV companies; and
4. Identify and attract industry membership, sponsorship and fee-for-service revenue by providing a broad range of member services.

Each of these directly supports the mission of the organization by helping increase the number of businesses in this sector in the State of Oregon and by helping the ones in the state to grow and succeed.

- (b) When the activity was or will be initiated

These programs will be initiated after a Permanent Executive Director has been hired and after the organization has received its initial grants from the Oregon Innovation Council.

- (c) Where and by whom the activity will be conducted

These activities will take place locally in Portland and will be overseen by the Permanent Executive Director, with assistance from Directors as necessary.



### **Activity 3: Encourage Collaboration of the Electric Vehicle Industry with Academic Institutions and other Non-Profit Organizations**

Percentage of Time: 9%

- (a) Detailed description of the activity, including its purpose and how it furthers the exempt purpose

The organization will play an important role at bringing together private businesses who are it's members with academic institutions and other non-profit organizations so that they will have access to the resources these other organizations provide, such as new technologies, ability to collaborate on common public policy issues, and sharing of relevant information. This furthers the exempt purpose of growing Oregon's electric vehicle industry by making accessible additional tools to the organizations members that will help them achieve long term economic success. Some specific examples of this type of collaboration are:

1. Establishing a formal relationship with the Oregon Transportation Research and Education Consortium ("OTREC") and work in cooperation with OUS institutions and community colleges.
2. Establishing formal relationships with other key influential not for profit organizations that are active in the state.
3. Work with Oregon State Legislature and relevant agencies to develop policies, laws and regulations that foster Oregon's EV industry.

- (b) When the activity was or will be initiated

Preliminary discussions have already begun with many of these organizations, but the majority of the activities will commence in depth after the hiring of the Permanent Executive Director.

- (c) Where and by whom the activity will be conducted.

These activities will take place in meetings across the State of Oregon with key organizations, although most of these meetings will take place in Portland or the state Capital, Salem. The Permanent Executive Director will be primarily responsible for these activities, but will be supported by inside or outside legal advisors as the formal legal arrangements are put in place.

### **Activity 4: Encourage Cooperation Amongst Electric Vehicle Stakeholders**

Percentage of Time: 9%

- (a) Detailed description of the activity, including it's purpose and how it furthers the exempt purpose

The organization will identify the needs of the industry for cooperation amongst various stakeholders and undertake to put on various conferences, seminars, forums and such that will bring together stakeholders that might not have easy access to the other stakeholders,

but which could mutually benefit from cooperation. Examples of this sort of activity will include: hosting an annual industry conference, hosting an investor forum, making relevant information available via it's web site. This, futhers the goal of expanding and strengthening the industry by creating opportunities for collaboration amongst industry stakeholders which wouldn't otherwise be there.

(b) When the activity was or will be initiated

These activities will be initiated in calendar year 2012.

(c) Where and by whom the activity will be conducted.

The majority of these activities will take place in Oregon, but the exact cities for the various conferences and forums have not yet been determined. These will forums will be planned by the Permanent Executive Director with the support of various Board of Directors subcommittees.

### **Activity 5: Analyze, Monitor, and Promote Industry**

Percentage of Time: 9%

(a) Detailed description of the activity, including its purpose and how it furthers the exempt purpose

Implement long term goal assessment and strategic plan for the organization and the industry which can serve as a roadmap for the success of Drive Oregon and Oregon's electric vehicle industry. Develop a measurement, monitoring and reporting system to assess the progress towards these long term goals. This will assure that the short, medium, and near term steps that the organization deems necessary for long term success of the industry are correctly prioritized and monitored at the same time that the organization is also focusing on short term and day to day operations.

(b) When the activity was or will be initiated

This activity will be ongoing, beginning in 2012.

(c) Where and by whom the activity will be conducted.

The strategic vision and goals will be set by the Board of Directors in cooperation with the Permanent Executive Director, probably with the assistance of a professional meeting facilitator. Implementing a monitoring and reporting system for keeping track of the progress towards reaching long term and strategic goals will be primarily the responsibility of the Permanent Executive Director.

Activity Area 4: Industry Stakeholder Collaboration

Activity Area 5: Analyze, Monitor and Defend Industry Vitality



**Drive Oregon**, 1600 SW Fourth Ave Suite 112, Portland, OR 97201/EIN 27-4764989

**3** Give the following information about the organization's governing body:

<b>a. Names, addresses, and titles of officers, directors, trustees, etc. (continued)</b>	<b>b. Annual compensation</b>
Jesse Oliver, 5061 N. Lagoon Ave. Portland, OR 97217, Director	None
Julie Skirvin, 5906 NE 31st Ave., Portland or 97211, Director	None
John Thornton, Post Office Box 23813, Portland, Oregon 97281-3813, Director	None
David Van't Hof, 3424 NE 42nd Ave Portland 97213, Director	None
Mark Brady, 0333 SW Nebraska Street, Portland, OR 97239-3536, ex officio Director,	None
Michelle Wiener, 3073 Clubhouse Ct, West Linn, OR 97068 ex officio Director	None

**Drive Oregon**, 1600 SW Fourth Ave Suite 112, Portland, OR 97201/EIN 27-4764989

7. State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.

Membership Qualifications: the member must have paid his annual dues for the year and fit into one of the three membership categories defined below.

Classes of Membership: There are three classes of members: Full Members, Individual/Student, and Associate Members. Currently we have 25 Full Members and 2 Individual/Student Members. The members are granted no voting rights and the privileges that they receive are the right to attend Drive Oregon meetings and receive email updates and other information from the organization.

No group or class of persons is required to join – all membership is voluntary.

As this is a new organization, we do not have any formal membership solicitation material or membership certificates at the moment.

**Drive Oregon**, 1600 SW Fourth Ave Suite 112, Portland, OR 97201/EIN 27-4764989

**14** Does the organization now lease or does it plan to lease any property?

If “Yes,” explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)

(continued) The lease is between Drive Oregon and the State of Oregon, acting by and through the State Board of Higher Education on behalf of Portland State University Attn: FADM. The most general entity listed as the other party, the State of Oregon, is the source of Drive Oregon’s grant through the Oregon Innovation Council.

**Drive Oregon**, 1600 SW Fourth Ave Suite 112, Portland, OR 97201/EIN 27-4764989

**Part III. Financial Data**

\* Footnote to financial statements. The \$873,000 gross contributions shown in 2012 on row 2 shows the amount expected to be received from the Oregon Innovation Council during calendar year 2012 and also includes an amount of \$291,000 expected to be received from the Oregon Innovation Council after September 30, 2011 (the date of the actual financial statements) and prior to December 31, 2011.



Form **8718**

(Rev. January 2010)  
Department of the Treasury  
Internal Revenue Service

# User Fee for Exempt Organization Determination Letter Request

▶ **Attach this form to determination letter application.**  
(Form 8718 is NOT a determination letter application.)

For  
IRS  
Use  
Only

OMB No. 1545-1798

Control number \_\_\_\_\_

Amount paid \_\_\_\_\_

User fee screener \_\_\_\_\_

1 Name of organization

Drive Oregon

2 Employer Identification Number

27

4764989

**Caution.** Do not attach Form 8718 to an application for a pension plan determination letter. Use Form 8717 instead.

### 3 Type of request

Fee

- a  Initial request for a determination letter for:
    - An exempt organization that has had annual gross receipts averaging not more than \$10,000 during the preceding 4 years or
    - A new organization that anticipates gross receipts averaging not more than \$10,000 during its first 4 years ▶ \$400
- Note.** If you checked box 3a, you must complete the *Certification* below.

#### Certification

I certify that the annual gross receipts of \_\_\_\_\_  
name of organization

have averaged (or are expected to average) not more than \$10,000 during the preceding 4 (or the first 4) years of operation.

Signature ▶

Title ▶

- b  Initial request for a determination letter for:
  - An exempt organization that has had annual gross receipts averaging more than \$10,000 during the preceding 4 years or
  - A new organization that anticipates gross receipts averaging more than \$10,000 during its first 4 years . ▶ \$850
- c  Group exemption letters . . . . . ▶ \$3,000

## Instructions

The law requires payment of a user fee with each application for a determination letter. The user fees are listed on line 3 above. For more information, see Rev. Proc. 2009-8; 2009-1 I.R.B. 229, or latest annual update.

Check the box or boxes on line 3 for the type of application you are submitting. If you check box 3a, you must complete and sign the certification statement that appears under line 3a.

Attach to Form 8718 a check or money order payable to the "United States Treasury" for the full amount of the user fee. If you do not include the full amount, your application will be returned. Attach Form 8718 to your determination letter application.

Generally, the user fee will be refunded only if the Internal Revenue Service declines to issue a determination.

### Where To File

Send the determination letter application and Form 8718 to:

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

### Who Should File

Organizations applying for federal income tax exemption, other than Form 1023 filers. Organizations submitting Form 1023 should refer to the instructions in that application package.

**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want your organization to be recognized as tax-exempt by the IRS, you are required to give us this information. We need it to determine whether the organization meets the legal requirements for tax-exempt status.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating

to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of Form 8718 are covered in section 6104.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, see *Where To File* above.

