

November 11, 2013

Helene P. De Boissiere Swanson
Katrina's Dream, Inc.
P.O. Box 749
Sausalito, CA 94966

Order #33089763

Dear Helene P. De Boissiere Swanson:

Thank you for ordering your Non-Profit Incorporation from LegalZoom. Your corporation documents are enclosed in this package.

Your Non-Profit Articles of Incorporation have been filed with the Secretary of State, and your corporation is now active. Please keep in mind organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. In general, an organization must file its exemption application also known as the 501c(3) application, within 27 months from the end of the month in which it was formed. If it does so, it may be recognized as exempt back to the date of formation. If an organization files its exemption application after the 27-month deadline, exempt status may only be recognized from the filing date forward. If you have not asked LegalZoom to prepare the 501c(3) application, please give us a call at (888) 381-8758 and we would be happy to assist you.

To complete the incorporation process, simply follow these final wrap-up instructions. **It is very important to complete each of these steps to ensure the legality of the corporation.**

1. During the completion of your order, the IRS' Online Employer Identification Number (EIN) application was unavailable. *As such we were unable to obtain your EIN in time to insert into your packet.* We will be sending your EIN separately which you should expect to receive within 3-5 business days.
2. You must draft Bylaws for your corporation. The book we've included, *How to form a NonProfit Corporation*, by Nolo Publishing, should help you in drafting your bylaws and necessary resolutions.
3. Massachusetts requires a separate state notification for tax exemption but determination follows the federal determination. Send a photocopy of the IRS

exemption letter to the Corporate Exemptions Division of the Department of Revenue to obtain state income tax exemption. You can find them online at www.dor.state.ma.us/dorpg.htm.

4. To apply for exemptions on local property taxes fill out Form 3ABC supplied by your local assessor or obtained from the Planning and Research division of the Department of Revenue. Submit this form to your local assessor with a copy of the IRS exemption letter.

Storing your Documents: The incorporation documents should be kept in a secure location for your personal reference.

Corporate Minutes: In order to ensure the continued liability protection of a corporation, the directors need to hold periodic meetings, and members must meet once per year to elect directors. Meetings can take place in person or by telephone. Be sure to make a written record of the items discussed and actions approved at the meetings. Alternatively, you can just get all the directors (or a majority of the members) to sign a statement approving their actions. For your convenience, your package includes forms which can be used for this purpose.

Corporate Bank Account: In addition, it is extremely important to set up a separate bank account for the corporation, and to maintain books and records for the corporation which are separate from your personal records.

501(c)(3) Tax Exempt Status: LegalZoom now offers 501(c)(3) tax exemption forms preparation services. Should you wish to use LegalZoom for this service, please contact us at customercare@legalzoom.com or at (800) 773-0888.

Thank you again for choosing LegalZoom. We look forward to serving your legal document needs in the future. If you should have any questions concerning your document, please contact us at customercare@legalzoom.com.

Sincerely,

The LegalZoom Team