



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of the Chief Financial Officer

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May 13, 2010

Dear Pastor or Parish Life Coordinator:

This past spring, deanery meetings were held to discuss the upcoming incorporation of the parishes of the Archdiocese of Indianapolis. This packet addresses several follow-up items from those discussions:

- Formal corporate names for parishes
- Doing Business As ("DBA") names for parishes and parish ministries
- Federal and State ID numbers
- Sales tax exemption certificates
- Bank account procedures
- Corporation and Board Member liability and Directors & Officers Insurance

The following actions are requested on your part. Please contact the Office of Accounting Services (accountingservices@archindy.org, attn: Ashley Keller) if you have any questions.

1. Please return the attached form listing your first and second choices of the parish's formal corporate name and the DBA names that you would like registered with the state. We will make every effort to get each parish its first choice.
2. Please confirm the listing of parish Federal and State ID numbers that are on file for your parish (<http://www.archindy.org/finance/incorporation.html>) fill in ID numbers if we have been unable to locate them but you have them, or check the box asking the Office of Accounting Services to apply for new numbers for you under your new corporate name. Please read the information on Sales tax exemption certificates.
3. Please obtain a new Corporate Banking Resolution from your bank and submit it to your bank with Articles of Incorporation after you receive notification that the incorporation has been completed. (Some banks may also require a new signature card with the formal corporate name.) If you bank in the archdiocesan pool with Fifth Third Bank, a resolution and signature card are available on-line at <http://www.archindy.org/finance/incorporation.html>.
4. Please read the enclosed information on Corporation and Board Member liability and Directors & Officers Insurance and distribute copies to your Finance Council Chairperson and Parish Council Chairperson (those that will serve as board members).

Thank you for your leadership and support in this effort.

Sincerely,

Jeffrey D. Stumpf