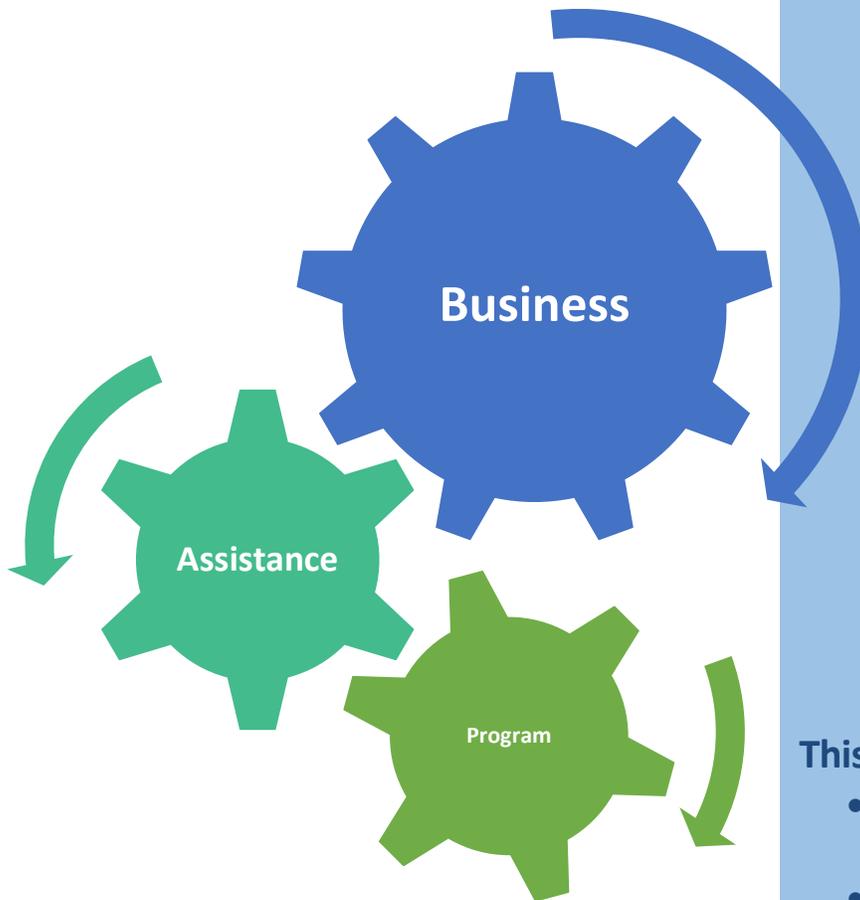


City of Veneta Business Assistance Program & Application Packet



This packet includes:

- Explanation of the program
- Funding Criteria
- Checklist
- Application

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Program Elements

A. Background

The City of Veneta, through its Business Assistance Fund, has a toolkit of loan and grant programs available to businesses and nonprofit organizations within Veneta city limits at the discretion of the Veneta City Council. Originally the Fund was created by Resolution No. 470 with the name of the Housing Rehabilitation Loan Fund. In 1999, via Resolution No. 790, the name changed to the Commercial Loan Fund and the purpose of the fund expanded to include business assistance and economic development as appropriate uses of the money.

In October 2011 the current name was adopted and the purpose was better defined by development of the Business Assistance Program (BAP or Program). The program rules reflect both a traditional loan program as well as the Veneta City Council's discretion to provide grant funding when the Council chooses. The first Business Assistance Program Application Packet was also created in October, 2011.

B. Goals

The overall goals of the City of Veneta Business Assistance Program are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. The method employed to encourage this expansion will be to utilize the BAP and local matching funds to make low interest subordinated or direct loans/grants to small business or local nonprofits. It is highly preferred that loans or grants be made in cooperation with commercial lending institutions or other sources of debt capital or equity capital.

C. Targeting Criteria

Businesses and industries targeted for the City of Veneta BAP include:

The Veneta Economic Opportunities Analysis (2015) states the five industries that fit with the Community's aspirations for growth and are identified as having growth potential in Veneta:

- Food processing – with a focus on specialty items
- Professional, scientific, and technical services – focus on high-tech
- Secondary wood products – focus on niche markets
- Small-scale or specialty agriculture including greenhouse, and floriculture products
- Tourism and wine industry

Additional target businesses and industries:

- Technology transfer/incubator space
- Other activities which represent technology or type of economic enterprise that the Veneta City Council determines are needed to help diversify the community’s economic base.

As a general rule, manufacturing or industrial projects will take precedence over commercial projects due to their relative high employment per dollar ratio and the economic diversification which they provide. Although it is not anticipated that a significant change will occur in the area’s economic composition in the short run, should a vital shift happen, a subsequent realignment of criteria may be instituted with the Veneta City Council’s approval.

D. Programs

Type of Assistance	Amount	Match Required	Notes
Microloan	\$500 - \$4,999	\$1 match : \$1 BAP	Must be participating in a federal, state or locally recognized business assistance or entrepreneurial development program.
Business Assistance Loan	\$5,000 - \$50,000	\$2 match : \$1 BAP	Supplements other loans and resources by traditional or SBA lenders. Targets businesses that can create, retain, or lead to the creation of, new family-wage jobs.
Project Assistance Grant	\$500 - \$25,000	\$1 match : \$1 BAP	Projects that create or retain jobs are given priority.

The following three definitions are being provided for the purpose of defining the three assistance programs being offered through the BAP.

Microloans

A microloan is defined as any amount below \$5,000. Microloans are intended for existing or newer businesses with five or fewer employees. Applicants should have established good credit but have been deemed non-qualified from a traditional bank or Small Business Assistance (SBA) loan program. Any microloan applicant must be a participating business in a federal, state or locally recognized business assistance or entrepreneurial development

program. Often microloan funds will be utilized for additional capitalization in order for a business to expand. The minimum BAP microloan amount is \$500.

Business Assistance Loans

A business assistance loan is defined as any amount from \$5,000 up to \$50,000 that is being utilized to leverage other resources being lent by a traditional or SBA lender. Veneta's loans would be subordinate to other lenders, often placed in a second or third collateral position. Loans would be targeted to those businesses that can create, retain, or lead to the creation of family-wage jobs in the community. Any applicant will need a completed business or strategic plan in order to be invited to submit a full application. Family wage jobs are defined as the most recently calculated median wage (50th Percentile Wage) for Lane County, Oregon as published by the State of Oregon Employment Department (ex: \$16.37/hour, \$34,049.60/year in 2015). This criterion can be met by taking an existing lower-wage job and increasing the wage.

Project Assistance Grants

A project assistance grant is defined as any amount up to \$25,000 that is intended as an outright grant with no single entity or project likely to receive greater than the maximum eligible grant amount. Both for-profit and nonprofit entities are eligible to apply. Projects that create or retain jobs are given priority. Grants will be targeted towards those enterprises that can be a catalyst for new economic development efforts or that build capacity with existing businesses or targeted industries. Grants will generally be intended for startup operations or for leveraging resources to aid existing activities. Any applicant will need a completed business or strategic plan in order to be invited to submit a full application. The minimum BAP grant amount is \$500.

E. Eligibility and Criteria

Eligible applicants include private for-profit firms (such as corporations, partnerships, and sole proprietorships) and nonprofit organizations located inside Veneta city limits. Ineligible applicants are entities and organizations other than those described above.

Eligible Projects and Activities

Generally financial assistance, through the BAP, will be available to support the start up or expansion of businesses within Veneta city limits. Activities that may be undertaken include the following:

- Acquisition of machinery, equipment, furniture, and fixtures.
- Acquisition and assembly of land for commercial, industrial, and related uses. Speculative activities, such as land banking and construction of speculative buildings, are not eligible.
- Acquisition of abandoned properties with redevelopment potential, though not for speculation.
- Development of real estate, including redevelopment and rehabilitation of historical buildings for industrial or commercial use.
- Other investments, which will accelerate repurposing of land and facilities for job creating activity, such as assistance to firms to locate or expand in such facilities.
- Improvements to commercial or industrial facilities and streets.
- Working capital needs.

Ineligible Projects and Activities

These include:

- Projects involving the relocation of any firm from one area in the community to another, unless such move meets the job preservation or creation standards elsewhere described herein.
- Projects for which all funds are judged by the City Council to be otherwise available from private lenders or other public agencies at terms which will permit the accomplishment of the project.

Eligible Costs

These include:

- Land costs, such as engineering, legal, grading, testing, site mapping, related costs associated with acquisition, and preparation of land.
- Building costs, such as real estate, engineering, architectural, legal, permit fees, System Development Charges, and related costs associated with acquisition, construction, and rehabilitation of buildings.

- Machinery and equipment costs, including delivery, installation, engineering, architectural, legal, insurance, and related costs associated with acquisition and installation of machinery and equipment.
- Other costs contributing directly to the value of the project fixed assets, such as sales and use taxes, and interest on interim construction financing.
- Adequate contingency reserves.
- Working and startup capital.

Ineligible Costs

These include:

- Acquisition of equity in private businesses.
- Subsidy of interest payments on existing loans.
- Refinancing or payoff of loans made by other lenders, except if the Loan/Grant Committee's approval is given prior to such loan issuance.

Loan/Grant Eligibility Criteria

The standards described below apply to the performance of the BAP as a whole. The selection of a business as a recipient of financial assistance will be based on its ability to meet the loan portfolio standards. Individual loans/grants may vary from the loan/grant portfolio standards in a case where a significant economic benefit is available by assisting a particular business. Less than the specified performance on one or all of the standards may be acceptable in such cases.

- **Location**

Projects that have a physical location must be located within Veneta city limits. The organization/applicant receiving funds must be located within, or relocating to, Veneta city limits.

- **Job/Loan Ratio**

One full time equivalent job will be created or retained for each \$25,000 of BAP loan/grant.

- **Types of Jobs Created/Retained**

Preference will be given to businesses that create or retain permanent jobs involving skills related to manufacturing and industrial production.

- **Funding Leverage Ratio (match)**

The funding leverage ratio is described as a [number]:1 match (example: 1:1 or "one to one" match). To calculate the ratio, take the amount you are leveraging and divide by the amount of BAP financial assistance requested. Example: A project that is matching \$20,000 and is requesting \$10,000 ($20,000/10,000 = 2$) has an ROI of 2:1.

- Grants of any amount and microloans of less than \$5,000 require a funding leverage ratio of 1:1, or \$1 of total investment to every \$1 of BAP financial assistance. Financial assistance through the BAP will not exceed one-half of the funding required in a proposed project.
- BAP loans of \$5,000 or more require a funding leverage ratio of 2:1, or \$2 of total investment to every \$1 of BAP financial assistance. The BAP assistance will not exceed one-third of the funding required in a proposed project.
- **Activities to be Financed**
Loans/Grants will be available to small, private, for-profit businesses or nonprofit entities for the purpose of startup, expansion, or improvement of existing operations. For the purposes of the BAP, the definition of a small business will be that used by the U.S. Small Business Administration 504 program.
- **Other Economic Objectives/Benefits**
Other elements which will receive consideration in the selection of loans/grants for the Program are:
 - Linkages with the area's existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.
 - Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
 - Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

F. Financing Policies

Size

Microloans are for amounts of \$500 - \$4,999. Standard loans are for amounts \$5,000 - \$50,000. Grants are for amounts \$500 - \$25,000.

Fixed Assets/Working Capital Goal

Not more than 25 percent (25%) of the loan/grant portfolio will be for working capital. Working capital loans will generally only be made in conjunction with fixed assets.

Loan Repayment Terms

Loan terms will generally not exceed the full useful life of the assets being financed. However, shorter-term loans will be encouraged in order to accelerate the reuse of the BAP dollars. Loan repayment will normally be accomplished in equal monthly installments, including principal and interest over the life of the loan, except that a reasonable number of payments, typically no more than six months' worth, may be interest only if found necessary to make the project viable. Except in cases of loan renegotiation, standard loan repayment terms will generally be

adhered to. BAP loan terms will normally not exceed the loan term of the participating private lender.

Loan Interest Rates

The maximum BAP loan interest rates will be set at no higher than the then current earnings from the Oregon Local Government Investment Pool plus five percent (5%). The minimum interest rate shall be five percent (5%). Interest rates will be determined at the time of the loan approval and will be fixed over the life of the loan. A known rate contributes to the borrower's understanding of the Program.

Special Financing Techniques

Loans/grants will generally be made on a subordinated basis. This approach will lower the risk for commercial lenders and generally act as an incentive to encourage their participation. Longer amortization with early balloon payments may also be used where appropriate.

Restructuring or Modifying Loans/Grants

Terms and conditions of existing loans/grants may be modified from time to time, as deemed appropriate, particularly to preserve the assets of the business and value of loan/grant collateral, should there be a problem with loan repayment. In general, restructuring a loan will be accomplished in a manner that will produce a reasonable likelihood of repayment, given a current and complete reassessment of conditions. BAP loans/grants will be restructured only when doing so improves a borrower's ability to repay.

Fees and Charges

There will be a \$100 application fee (not to exceed 5% of the requested loan/grant amount). Additionally, borrowers will pay for any direct costs incurred in loan/grant processing and closing, such as recording fees, attorney fees, escrow fees, loan/grant document fees, etc. Payments are considered late 15 days following the due date and will be charged a 5% late fee (minimum of \$15) after that date.

Cooperation with Other Financing Programs

BAP loans/grants will be used to fill gaps in the financing that exists for a wide range of business development purposes. This will be accomplished in a complementary manner to all public and private sources, including SBA-504 and 7(a), Oregon Business Development Fund, Revenue Bonds, Lane Council of Governments Revolving Loan Fund, and others as appropriate.

Administrative Elements

A. Loan/Grant Committee

The Program shall have a Committee consisting of three members, one of which shall be a City Councilor, and one alternate; two out of the three members must reside, be employed, or operate a business within the Veneta city limits. The alternate will become a voting member during any temporary absences or conflict of interest disqualification of regular members. Appointments will be made by the Mayor and approved by the Council for terms of two years. Preference will be given, when possible, to the appointment of a commercial lending professional and an accounting professional.

The Program Committee will meet on an “as needed” basis and elect its own Chairperson. A quorum shall consist of three members. In addition, the services of legal counsel may be made available to the Committee. Legal services will be utilized on an “as needed” basis and this individual will not be a regular member of the Committee.

B. Staff Operation

The operation of the BAP, or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the Program are as follows:

- Publicize BAP objectives and availability in the Veneta community.
- Screen all applicants, inviting promising candidates to submit preliminary information.
- Based on preliminary data, invite qualified candidates to submit detailed applications.
- For approved loans/grants, ensure proper execution of documents, compliance with all appropriate regulations, timely loan closing and implementation of project.
- Monitor ongoing operations of loan/grant recipients and recommend loan/grant revisions as appropriate.
- Perform loan/grant servicing and accounting.
- Perform loan/grant collections, with attorney when appropriate, including asset liquidation.
- Provide Program financial reports, including individual account status.

C. Loan/Grant Selection and Approval Process

The loan/grant selection and approval process includes four stages, as follows:

Marketing

Staff informs community interests about the BAP, as appropriate. Such interests may include the media, area bankers, area businesses, and the Veneta-Fern Ridge Chamber of Commerce.

Application

Normal and prudent lending standards are used in evaluating the strength and ability to repay of both businesses and individuals. However, loans/grants may be made in some cases where, in the Program Committee's judgment, the employment and other potential benefits (and the quality of business planning) outweigh risks that more conservative lenders would be likely to avoid. This would apply, for example, to almost all business startups, which are routinely excluded from consideration by most members of the financial community.

Procedures and flow are as follows:

- Preliminary discussion with staff representatives for likely eligibility with BAP loan/grant criteria. If another lending program is more appropriate, the staff member will make those recommendations.
- Decision by staff representatives to invite preliminary written information or decline loan/grant request at this point. If negative, inform applicant as to reasons for decline and as to actions available for appeal to the Program Committee. If positive, review preliminary information needs with applicant and provide referral for business counseling regarding the applicant's business plan, if appropriate.
- Preparation and submission of preliminary application, information, and supporting documents by applicant.
- Review of preliminary information by staff will be completed within fifteen (15) business days upon receipt of the application.
- Decision by staff to invite formal application or decline loan/grant request at this point. If negative, provide a written explanation of reasons for decline and as to actions available for appeal to the Program Committee. If positive, inform applicant and schedule application conference, if needed.
- Application conference – review in detail the application requirements, financial schedules, and any information determined necessary by staff with applicant.
- Submittal of formal application, all supporting documents, authorization for credit checks, and the application fee by applicant.

Review and Decision

Procedures and flow are as follows:

- Review by staff for completeness and regulatory compliance, with submittal of additional information by applicant if appropriate.
- Acceptance of formal application by staff representative.
- Detailed review and final recommendation to the Program Committee by staff, based on loan/grant criteria, strength of business and principals, and all other factors. Recommendation will include whether or not to make the proposed loan/grant, and if positive, what the terms and conditions should be. Final review and recommendation will be completed within twenty-five (25) business days once application is deemed complete and formal application has been received.
- Submission of complete package, with recommendations, to the Program Committee.
- Program Committee decides whether to approve or decline the loan/grant request and what terms and conditions should apply.
- Notification to applicant in writing. If declined, include reasons for denial. The applicant has the right to appeal the decision to City Council.

Loan/Grant Closing

Procedures and flow are as follows:

- Upon Committee approval, preparation of loan/grant closing documents by staff, with attorney's review as necessary.
- Loan/grant closing by staff.
- Filing of liens, as available, and completion of any remaining legal, regulatory, or housekeeping matters, all to be carried out by staff.
- Payment of loan/grant closing fee.
- Disbursement of proceeds by bank or escrow agent according to directions.

D. Loan Servicing

Policies and procedures will be administratively established for managing and servicing the portfolio of the BAP. This will include closely monitoring payment performance, periodic review of financial data and employment generation, and personal inspections and site visits; all as appropriate.

In general, the City of Veneta wants to be an “understanding” creditor, willing to be flexible, but serious in its desire to be recapitalized by loan repayment from which to re-lend to deserving businesses within the community. Loan monitoring, such as annual financial statement review and employment reporting, insurance premium payments, etc., will be established to assure the activity and regularity.

Because early detection of a potential problem is generally a valuable assistance in correcting it, follow-up communication and monitoring of borrowing businesses may be made after loan closing until full repayment. Should payment monitoring indicate a delinquency, a written notice or reminder will be generated and forwarded promptly 10 days after the due date, and if subsequently needed 20 days after the due date. Thereafter, personal contact will be made, by phone or inspection at the site, for discussion of problems. The follow-up and direction, at this point, will be driven by an assessment of problems after considering all conditions then existing.

If allowing additional time to bring any payments current becomes inappropriate, modification or revision of the loan agreement will be considered if workable and beneficial to the health of the business. Modifications will not be approved unless they enhance the borrower's repayment ability without detriment to the BAP. The borrower must make a good faith effort under these conditions and not have a hopeless situation. While considering the legitimate special needs of the borrower, the BAP will operate in a manner that also protects its assets. Should default occur which does not show reasonable prospects for remedy, the BAP, or City, will move against the loan collateral and assets of the borrower and guarantors, as appropriate.

E. Other Requirements

In general, staff will obtain assurances of regulatory compliance before a BAP loan is disbursed; monitor for compliance during the payback period; and in a case of confirmed and irremediable non-compliance, call the loan.

F. Amendments

The Business Assistance Program may be amended at any time by a duly approved resolution of the Veneta City Council.



Business Assistance Program Application Checklist

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Business Assistance Program Application Checklist

Before filling out an application:

- _____ Schedule a meeting with staff to discuss the project, providing a project narrative.

Application:

1. _____ BAP Loan/Grant Application Form and Fee (see pg. 7 of packet)

Business description:

2. _____ Completed Business or Strategic Plan
3. _____ A history and description of the business
4. _____ Résumés of the principals involved in day-to-day management

Project description:

5. _____ Description of project
6. _____ Copy of cost estimates
7. _____ Use and source of proceeds

Financial documents:

8. _____ Personal financial statement
9. _____ Personal credit report(s)
10. _____ Personal tax returns for the last 3 years
11. _____ Financial statements for the business/organization for the last 3 years
12. _____ Current financial statements (within 90 days) for the business/organization
13. _____ Business/organization tax returns for the last 3 years
14. _____ Projected monthly cash flow for 12 months with assumptions
15. _____ Projected annualized income statement for two years with assumptions
16. _____ Opening balance sheet
17. _____ Schedule of business/organization long term debt
18. _____ List of collateral and its value

If applicable:

- _____ Articles of Incorporation and Bylaws (if corporation)
_____ Articles of Incorporation and Operating Agreement (if LLC)
_____ Partnership Agreement (if partnership)
_____ Business License and Business Name Statement (if proprietorship)
_____ Franchise Agreement (if applicable)
_____ Environmental Information (if secured by real estate)
_____ Standard Flood Hazard Determination (if secured by real estate)



Business Assistance Program Loan/Grant Application

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Business Assistance Program Loan/Grant application information and accompanying financial records that are submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.

APPLICANT						
Full Legal Name of Borrower(s) and/or Company/Organization:					Telephone Numbers:	
					Business:	
					Personal:	
					Fax:	
Primary Contact:				SSN or Tax ID #:		
Street Address:						
City:			State:		Zip:	
Billing Address (If different from above):						
City:			State:		Zip:	
Proposed Business Address (If different from above):						
City:			State:		Zip:	
Nature of Business:					Date Established:	Date Under Current Management:
Type of Assistance Requested:	<input type="checkbox"/> Microloan	<input type="checkbox"/> Business Assistance Loan	<input type="checkbox"/> Project Assistance Grant			
Type of Entity:	<input type="checkbox"/> Corp.	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Prop.	<input type="checkbox"/> S Corp.	<input type="checkbox"/> Nonprofit
COMPANY OWNERSHIP						
(List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership						
Name			Title		% of Ownership	
					%	
					%	
					%	
						Total: 100%
AFFILIATES						
(List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)						
Company Name			Owner (Applicant Company or Individuals)		% of Ownership	
					%	
					%	

PROJECT				
Purpose of Loan (Provide a brief description of use of funds.)				
Project Cost	Project Costs	Collateral Offered	Present Market Value	Present Loan Balance
Real Estate Acquisition	\$	Land	\$	\$
New Construction/Expansion Repair	\$	Building	\$	\$
Acquisition/Repair of Machinery or Equipment	\$	Machinery & Equipment	\$	\$
Inventory Purchases	\$	Furniture	\$	\$
Working Capital (including Loan Fees)	\$	Fixtures	\$	\$
Acquisition of Existing Business	\$	Accounts Receivable	\$	\$
Other:	\$	Inventory	\$	\$
Other:	\$	Real Estate	\$	\$
Other:	\$	Other	\$	\$
Total Project	\$	Total Collateral	\$	\$
Equity/Capital Injection/Down Payment	\$	Source of Applicant's Equity/Capital Injection:		
Requested Loan Amount	\$			
Requested Repayment Terms	yrs.	mo.		
LEASE INFORMATION				
Do you have a lease for the property your business now occupies?		<input type="checkbox"/> Yes		<input type="checkbox"/> No
Monthly Rent: \$	Years remaining on lease:		Renewal Option:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Renewal option: If answered "yes," provide details; attach a separate sheet if necessary:				
OTHER INFORMATION				
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant an endorser, guarantor, or co-maker for obligations not listed in its financial statements?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant use or store any hazardous/toxic materials, or produce hazardous/toxic waste?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation; (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant owe any taxes for years prior to the current year?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant maintain key-person life insurance on any owner, officer, or shareholder?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Life Insurance Agent:	Insurance Company:	Telephone:
Name of Insured:	Beneficiary:	Amount:
		\$
Accountant Name:		Telephone:
Attorney Name:		Telephone:
Business Insurance Agent:		Telephone:
Residential Insurance Agent:		Telephone:
Real Estate Agent:		Telephone:

AGREEMENT

- By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state) and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification.
- You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated.
- You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application.
- You acknowledge that you are applying for credit from the City of Veneta.
- **You agree to pay the \$100 non-refundable application fee when submitting your application.**

Authorized Signature	Authorized Signature
Print Name	Print Name
Title	Title
Date	Date
Social Security or Tax ID Number	Social Security or Tax ID Number

Return with payment to:
 Ric Ingham, City Administrator
 City of Veneta
 88148 8th Street/PO Box 458
 Veneta, OR 97487

Phone: 541-935-2191
 Fax: 541-935-1838