

# **MERCER AREA CHAMBER OF COMMERCE**

## **REQUEST FOR CHAMBER DOCUMENTATION**

Please complete this Request Form for documentation and financials for the Mercer Area Chamber of Commerce records.

### Access to Records:

- To Members- It is the policy of the Chamber to allow members to inspect the following records of the Chamber. Members must give written notice of the member's demand at least five business days before the date the member wishes to inspect and copy. The member's demand must be made in good faith and for a proper purpose. The member must describe with reasonable particularity the purpose and the records the member desires to inspect and the records must be directly connected with the purpose. The Chamber may impose a reasonable charge to cover copying costs.
  - IRS Form 990 (last 3 yrs).
  - Financial statement (last 3 yrs).
  - Alphabetical list of the name and address of all members.
  - Articles of incorporation and all amendments currently in effect.
  - Minutes of board of directors meetings for the past three years.
  - A list of names and business addresses of its current directors and officers.
- Public (non-member) –It is the policy of the organization to allow the public access to the last three years of Form 990. This access will be at the chamber office within two business days of the request. (All attempts to provide access the day of the request.) The original file copy of Form 990 will remain at the chamber office without exception.

A Record Reviewed/ Distribution Log will be maintained for all requests made to review or receive copies of all or part of these records.

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**Today's Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**What information are you requesting:** \_\_\_\_\_

**What is the purpose for the request:** \_\_\_\_\_

**Preferred method of receiving the information:** \_\_\_\_\_

\*Physical copies are not guaranteed, some might only be for review at the Chamber office.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only:**

Documentation list:

Date of Request: \_\_\_\_\_

Status of Request: \_\_\_\_\_