

INSTRUCTIONS FOR COMPLETION OF RESOLUTION

The attached Resolution is a legal paper that must be completed and filed with the State of Iowa to comply with requirements of registration.

The following steps should be used to ensure the correctness of this form:

Section One-Resolution

1. Please fill in the entity resolution number (the number assigned when it was passed by your appropriate board) at the top of the page.
2. Fill in the date the resolution was passed by your entity (City Council, County Board of Supervisors or 28E Board).
3. This section **requires** the signature of (your Mayor, Board of Supervisors Chair or 28E Board Chair) whichever is appropriate. Your entities seal (if there is one) must be affixed thereto before it is considered official.

Section Two-Application

1. The effective date of membership has been completed for you.
2. Please fill in the date the application was completed.
3. This section must also be signed by the appropriate individual (as listed in item 3 above) and their signature attested to.

Section Three-Approval

This section is completed by IMWCA and IMWCA will electronically file the Resolution with the State of Iowa.