

**2018 Midyear Funding Program
Step by Step Instructions**

Contact: Matt Zimmerman 317-233-0090

Toll Free: 800-535-6974

Fax: 317-233-0894

Email: mzimmerman@inbondbank.com

1. Fax the **Participation Survey** to 317-233-0894 (Due 4/13/2018).
2. **Complete Credit Application** (See Participant Schedule for deadlines)
 - For new participants, contact Matt Zimmerman for assistance with the application.
 - Contact the County Auditor or Assessor for Ten Largest Property Taxpayers.
 - Contact the Chamber of Commerce for the Ten Largest Employers.
 - Go to www.stats.indiana.edu for demographic information.
 - If you have issued bonds recently, much of the information requested in the application will be in your offering document.
 - **Please call the Bond Bank if you need assistance.**
3. Submit financial reports (if not already on file with the Bond Bank).
4. **Complete cash flow worksheets** for the funds from which you intend to borrow.
 - 2016 actuals
 - 2017 actuals
 - 2018 actuals through March 31, 2018 (please use estimated projections for the remainder of 2018)

Cash flows must be submitted electronically (in Excel) via e-mail.
Please contact Matt Zimmerman at 317-233-0090 or 800-535-6974 for a cash flow template, or you can download a cash flow template from our website at <http://www.inbondbank.com> under Services and then Advance Funding Program.
- Email cash flows to: bondbank@inbondbank.com
5. Upon review of your cash flows, the Bond Bank will send you a **sizing analysis** stating the amount you are eligible to borrow. Generally speaking, **you are eligible to borrow up to your largest projected cash flow deficit in the second half of 2018 or 80% of your adjusted gross tax levy, whichever is less.** Please contact the Bond Bank if you have questions regarding the amount you are eligible to borrow. We will be glad to answer your questions and work with you.
6. All legal paperwork for the Midyear Funding Program is provided by Dennis Otten with Bose McKinney & Evans LLP. Should you need to contact Dennis, he can be reached at 317-684-5307.
7. **Program closes on June 7, 2018, and funds will be distributed via wire on June 7, 2018** (unless other arrangements with the Bond Bank have been made).
8. **Funds are repaid** on December 31, 2018 and in some cases also June 29, 2018 (flexible) depending on when warrants mature.

Please note that if you need additional time in submitting application materials or cash flows, please contact Matt Zimmerman at 317-233-0090 or 800-535-6974.