



# Non-Profit 501(c)(3) Organization Specialty License Plate Sponsorship Application

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PLEASE PRINT P.O. Box 201431 Helena, MT 59620-1431 • Phone (406) 444-3661 • Fax (406) 444-2086 • [mvdtitleinfo@mt.gov](mailto:mvdtitleinfo@mt.gov) • [dojmt.gov](http://dojmt.gov)

## Section 1: Applicant Information

Name of Organization			
Physical Address (required)		City	State
Mailing Address (if different from above)		City	State
Tax ID Number	Website Address		Phone Number

### Check One

- New Specialty Plate Application
- Name Change Request
- Plate Design Revision Request
- Update Contact Information Request

Please read the instructions and include all required documentation. Incomplete applications will be returned for additional information.

## Section 2: Required Documents

### If this is a new Specialty Plate Application, you must include the following documents:

- Copy of the applicant's Internal Revenue Service (IRS) determination letter showing their tax-exempt status per federal code 26 USC § 501(c)(3).
  - The date of this letter must be at least one year prior to the application date.
- Copy of signed charter or bylaws including board of directors.
- Proof that the organization is in good standing with the Montana Secretary of State.
- When a Parent Company exists:
  - Proof that the applicant is in good standing and has permission from their parent company.
- Proof that the organization's headquarters or base of operations is in Montana.
  - An item showing a Montana address associated with the business, - for example a lease agreement, utility bill, etc.
  - Proof the organization has an active telephone number - for example a copy of a telephone bill.
- Proof the organization banks with a Montana banking institute.
  - Bank routing and account information must be faxed to Attn: Specialty Plates at (406) 444-2086.
- W-9 form, which can be obtained at [www.irs.gov](http://www.irs.gov)
- The required donation as determined by the sponsor is \$ \_\_\_\_\_
- Once license plate design is approved and released, donations will be received electronically using the information provided on the required Electronic Funds Transfer (EFT) form, available here: <https://dojmt.gov/wp-content/uploads/204-Electronic-Funds-Transfer-Sign-Up-2019.pdf>
- A check in the amount of \$4,120 **made payable to Montana Correctional Enterprises** (includes 3% administration fee per § 61-3-111, MCA).
  - The DOJ, in consultation with MCE, will approve or reject the initial plate design (proof) based on the specifications outlined. The DOJ will return rejected designs to the sponsor's liaison outlining the reasons for disapproval.
  - Once the initial or reworked plate design is approved by DOJ, MCE, and the Montana Highway Patrol; the sponsor must approve the design by signing the back of the proof.
  - Applications may take up to six weeks to process.

### If this is a Name Change Request, you must include the following documents:

- New Application (MV115)
- Copy of the applicant's Internal Revenue Service (IRS) determination letter showing their tax-exempt status per federal code 26 USC § 501(c)(3).
  - The date of this letter must be at least one year prior to the application date.
- Proof that the organization is in good standing with the Montana Secretary of State.

### If this is a Plate Design Revision Request, you must include:

- Appropriate application to sponsor a specialty plate.
  - MV115 for 501(c)(3) or MV116 for governmental body
- The required donation as determined by the sponsor is \$ \_\_\_\_\_
- Once license plate design is approved and released, donations will be received electronically using the information provided on the required Electronic Funds Transfer (EFT) form, available here: <https://dojmt.gov/wp-content/uploads/204-Electronic-Funds-Transfer-Sign-Up-2019.pdf>
- An electronic copy (i.e., flash drive) of the plate design in a layered format (software must be Adobe Illustrator, Photoshop, or CorelDraw).
- A full color hard copy of the plate design.
- A check in the amount of \$4,120 **made payable to Montana Correctional Enterprises** (includes 3% administration fee per § 61-3-111, MCA).
  - The DOJ, in consultation with MCE, will approve or reject the initial plate design (proof) based on the specifications outlined. The DOJ will return rejected designs to the sponsor's liaison outlining the reasons for disapproval.
  - Once the initial or reworked plate design is approved by DOJ, MCE, and the Montana Highway Patrol; the sponsor must approve the design by signing the back of the proof.
  - Applications may take up to six weeks to process.

### If this is an Update Contact Information Request, you can complete and submit this form to the State of Montana MVD

- P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431



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### Section 3: Liaison Information

Name of organization's specialty license plate liaison:	E-mail address:	Telephone number:	
Mailing Address	City	State	Zip

### Section 4: Plate Purpose

To help educate potential donors, provide a brief summary of how your organization will use the funds collected from your plate. **Limit your description to 50 words or less.** This information will be posted with your plate on the Motor Vehicle Division website.

*Example: This plate benefits organizations that create or support autism awareness programs. This plate generates funds for research, public awareness and education programs, scholarship programs, and to provide support for caregivers for individuals with autism.*

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### Section 5: Indemnification

By signing this application, the Sponsor agrees to indemnify, hold harmless, and release DOJ/MVD and their officers, agents, and employees from and against all loss, damages, injury, liability, suits, and proceedings arising from the use of the name, identifying phrase, and graphic on the generic specialty license plate, including but not limited to any loss, damages, injury, liability, suits, or proceedings from the use of the name, identifying phrase, and graphic.

### Section 6: Certification

- I understand accept § 61-3-472 through § 61-3-481, MCA sponsor plate requirements.
- Under penalty of law (§ 61-3-481, MCA), I certify that the statements made, and information contained on this form are true and correct to the best of my knowledge, information, and belief; I am the person named on this form; and, if signing for a business entity or trust, I have full authority to do so.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

Printed name

Legal signature

### Section 7: Department Use Only

- The application for sponsorship is approved
- The application for sponsorship is rejected for the following reasons:

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Specialty Plate Coordinator Signature:	Date:
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