

May 1, 2000

To: Applicants, Issuers and Bond Counsels  
Re: Return of Signed Documents

The Department of Finance (DOF) has recently experienced an increase in requests from applicants, issuers and bond counsels asking DOF to sign, date and return certain applications, notices of issuance, and other tax exempt bonding documents. The purpose of this notice is to suggest procedures to expedite the return of these various signed documents to senders.

First, it should be noted that the primary purpose of statutory deadlines for transmittal of various tax exempt bonding documents from applicants to DOF is to evidence compliance with appropriate provisions of Minnesota Statute 474A, and to provide original documents to be kept on file with the department.

Therefore, all original documents that are received will be kept on file by the department.  
**Original documents will not be returned to senders.**

If applicants, issuers or bond counsels wish to have signed copies of these documents returned to them, please follow the following steps:

- 1) **Provide an original document** to be kept on file at DOF.
- 2) **Provide a copy** of any documents that you wish to have signed by DOF staff.
- 3) **Provide a self-addressed, stamped envelope** for the return mailing.
- 4) **Allow at least 5 business days** for the return of such documents, which will be sent via U.S. mail.

Finally, a departmental receptionist is available during normal business hours (8:00 a.m. to 4:30 p.m., Monday – Friday) to receive delivery of items that may arrive from messenger services. The receptionist is prominently located by the main elevator on the fourth floor of the Centennial office building. The receptionist is available to sign any receipt slips that may be requested by the messenger service.

We hope this clarifies our policy and assists you in the prompt return of documents that may need our signature.