



- The attached PNP questionnaire, complete original
- DUNS number
- FEIN Number
- Missouri State Tax ID Number
- An effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Sections 501 (c), (d), or (e) of the Internal Revenue Code of 1954, OR
- Satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.
- A letter from the Missouri Secretary of State's office meets this requirement; the Missouri Department of Revenue Sales Tax Exemption letter does not meet this requirement, however, it may be use to show the Missouri State Tax ID number).
- A copy of the organizations Charter/ By-Laws.
- A copy of the current Insurance Policy for any affected/ insured facilities/ structures.
- Proof of ownership or a copy of the current lease/ rental agreement, if applicable.
- Maintenance plans/ requirements for the facility and records of the performance of the maintenance.
- What is your primary function/ purpose as a PNP?