



# INSTRUCTIONS FOR COMPLETING FINANCIAL STATEMENTS CASMALIA DISPOSAL SITE

Please complete the appropriate Financial Statements according to the following instructions:

- If your company or organization is a corporation or a Limited Liability Company (LLC), complete and return only the enclosed **Financial Statement for Businesses**. In all other cases, complete and return both the **Financial Statement for Businesses** and the **Financial Statement for Individuals**. If your company or organization is a partnership, you must complete and return the **Financial Statement for Businesses** and each general partner must submit a completed **Financial Statement for Individuals**. Please include the name of your company or organization (as it appears on the first page of the de minimis settlement offer letter) on each Financial Statement.
- All blanks on the form(s) must be filled in with responsive information or "Not Applicable," if the question does not apply to your company or organization.
- All property valuations listed on the form(s) must be based on current market value, *i.e.*, the mutually agreed sales price between a willing buyer and seller; *please include the source of the information used to determine the market value of property.*
- You or an official duly authorized by your company or organization must sign and date the form(s). In addition, you must complete the **Point of Contact for Financial Review Form** to provide the name, title, and telephone number of a person whom we may contact to resolve questions or ambiguities regarding your application for financial review, or from whom we may seek additional verification and information.
- You must provide an explanation for any changes or discrepancies between tax returns and financial statements, or significant inconsistencies between successive years of tax returns. Discrepancies or inconsistencies which are not satisfactorily explained will require additional substantiation or verification before your company or organization's application for financial review will receive full consideration.