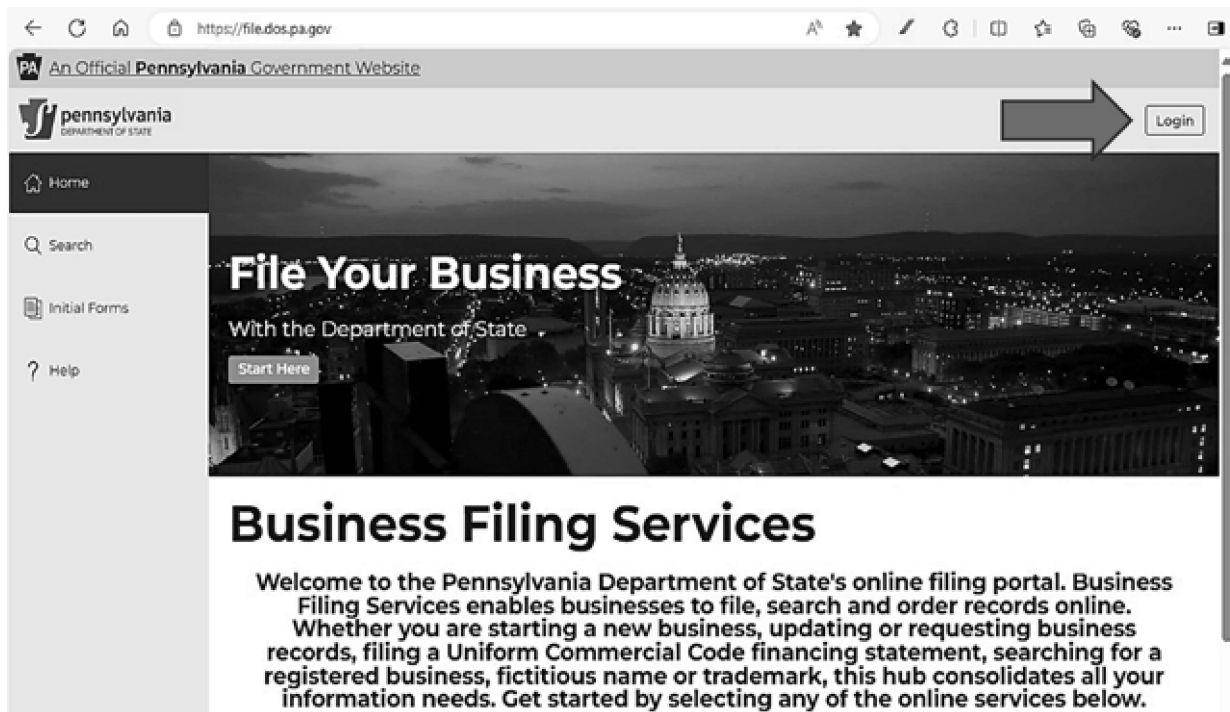


How to File an Annual Report in Business Filing Services

Step 1

Go to <https://file.dos.pa.gov>.

Click **Login** on the top right corner.



Step 2

Go to <https://hub.business.pa.gov/>.

Enter your username and password. Click Log in. New users should register for an account by clicking the Register button on the right.

For additional assistance with registering as a new user in the Hub, view the Business One-Stop Shop guide.

NOTE: The Business Hub utilizes Keystone Login. If you have an existing Keystone Login from another Commonwealth system associated with your email address, use your existing information to Log in.

The screenshot shows the homepage of the Pennsylvania Business One-Stop Shop Hub. The browser address bar displays <https://hub.business.pa.gov/>. The page header includes the PA logo and the text "An Official Pennsylvania Government Website". The main navigation bar features the "Business One-Stop Shop" logo, a "Help Center" link, and a "Feedback" link.

Welcome to Pennsylvania's Business One-Stop Shop Hub! The Hub is a business administration tool for business owners, business associates, and practitioners. Once logged in, you can create business profiles, store documents and checklists, quickly navigate to many other Commonwealth business systems, and more. Additionally, through the Hub, you can access the logged in version of the Department of State's Business Filing Services (BFS) to officially manage (e.g., register, amend, close, purchase documents, file annual reports, etc.) businesses/non-profits and/or Uniform Construction Code (UCC) records in PA. [Login](#) or [Register](#) using Keystone Login to get started.

Returning Hub/Business Filing Services Users and/or Users with an Existing Keystone Login

Login to the Hub below using your existing Keystone Login username and password. Use the [Forgot Username](#), [Forgot Password](#), and/or the [Need Your Account Unlocked](#) links for assistance, if necessary.

Username

Password

[Log in](#)

New Hub/Business Filing Services Users without an Existing Keystone Login

If you have an existing Keystone Login from another Commonwealth system (e.g., Dept of Human Services, Dept of Labor and Industry, State Employees' Retirement System, etc.) you should use it to Login.

If you do not have an existing Keystone Login, start below by clicking Register.

NOTE: After creating a Keystone Login, you will be required to confirm a one time passcode (OTP) when you first login.

[Register](#)

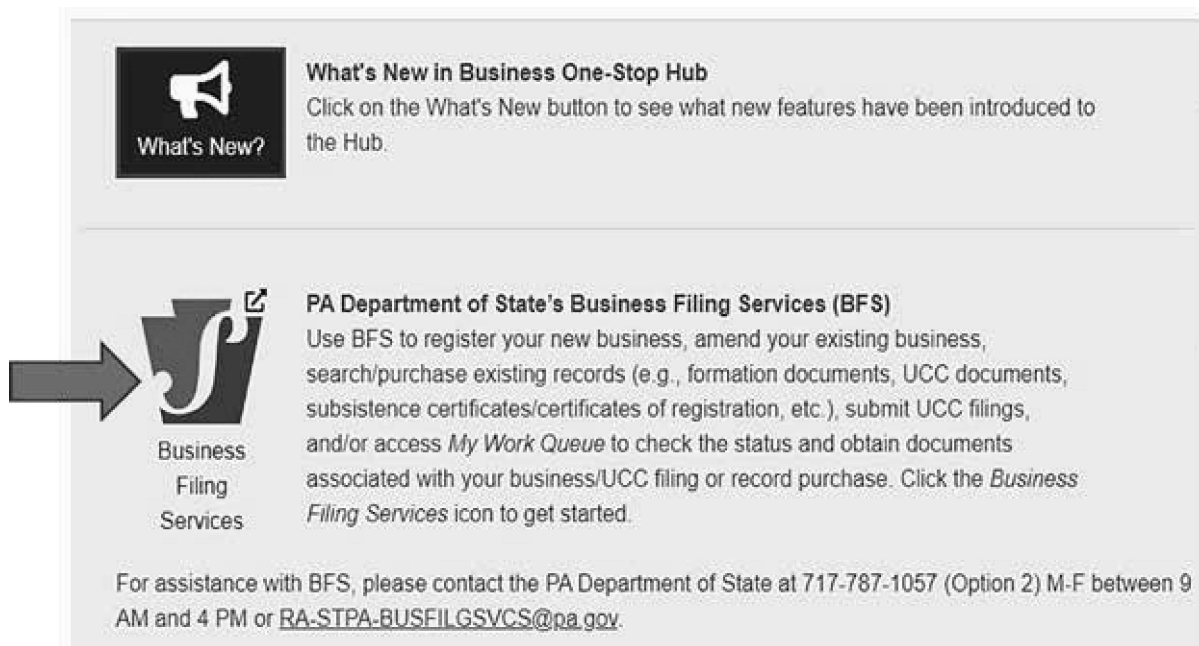
Powered by **PA KEYSTONE LOGIN**

[Forgot Username?](#)
[Forgot Password?](#)
[Need your account unlocked?](#)

Step 3

Click the Department of State's Business Filing Services Logo.

NOTE: This will open in a separate tab.



The screenshot shows the 'What's New in Business One-Stop Hub' section. A large grey arrow points to the 'Business Filing Services' icon, which is a stylized 'S' with a checkmark. Below the icon, the text reads 'Business Filing Services'. To the right of the icon, the text says 'PA Department of State's Business Filing Services (BFS)' and describes the services available, including registering new businesses, amending existing ones, and searching for records. At the bottom, contact information for the PA Department of State is provided.

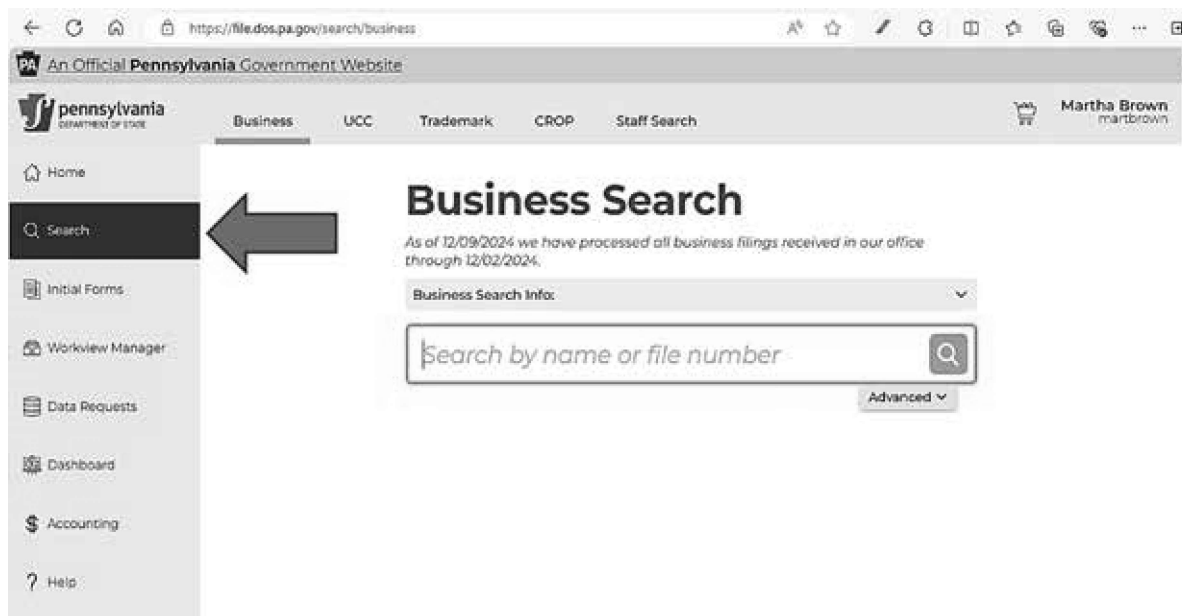
What's New in Business One-Stop Hub
Click on the What's New button to see what new features have been introduced to the Hub.

PA Department of State's Business Filing Services (BFS)
Use BFS to register your new business, amend your existing business, search/purchase existing records (e.g., formation documents, UCC documents, subsistence certificates/certificates of registration, etc.), submit UCC filings, and/or access *My Work Queue* to check the status and obtain documents associated with your business/UCC filing or record purchase. Click the *Business Filing Services* icon to get started.

For assistance with BFS, please contact the PA Department of State at 717-787-1057 (Option 2) M-F between 9 AM and 4 PM or RA-STPA-BUSFILGSVCS@pa.gov.

Step 4

Click on the **Search** tab on the left side panel.




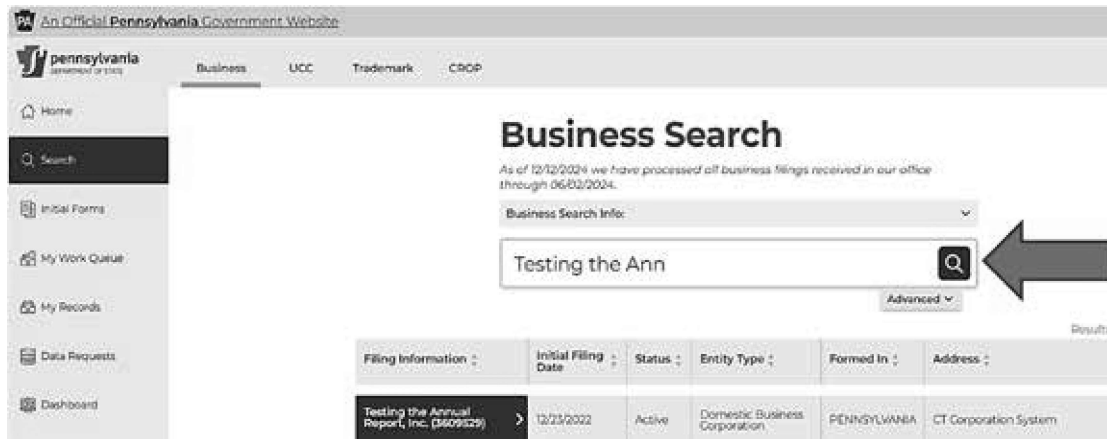
The screenshot shows the Pennsylvania Department of State website. The left sidebar contains a menu with 'Search' highlighted. A large grey arrow points to the 'Search' tab. The main content area is titled 'Business Search' and includes a search bar with the placeholder text 'Search by name or file number'. The search bar has a magnifying glass icon and an 'Advanced' dropdown menu. The top of the page shows the website's header with the Pennsylvania Department of State logo and navigation links for Business, UCC, Trademark, CROP, and Staff Search.

Business Search
As of 12/09/2024 we have processed all business filings received in our office through 12/02/2024.

Business Search Info:


Step 5

Search for the business/association by typing the name in the Search bar and clicking the search icon. 




Business Search

As of 12/12/2024 we have processed all business filings received in our office through 06/03/2024.

Business Search Info: 

Testing the Ann

Advanced 

Filing Information	Initial Filing Date	Status	Entity Type	Formed In	Address
Testing the Annual Report, Inc. (3609529)	12/23/2022	Active	Domestic Business Corporation	PENNSYLVANIA	CT Corporation System

Step 6

Select the business/association in the search results below the Search bar. Information regarding the business/association will display to the right of the search.

Click **File Annual Report**.



Testing the Annual Report, Inc. (3609529) 

File Amendment File Annual Report Request Certificate

Initial Filing Date	12/23/2022
Status	Active
Formed In	PENNSYLVANIA
Filing Type	Domestic Business Corporation
Filing Subtype	Business
Registered Office	CT Corporation System County: DAUPHIN

View History Manage Notifications Manage User Access

Step 7

The Annual Report form will open with information on file for the business/association.

Annual Report

- ☐ Business Details
- ☐ Registered Office
- ☐ Principal Office
- ☐ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Annual Report — General Information

Most domestic and foreign filing associations are required to make an Annual Report with the Department of State pursuant to [§ 15 Pa.C.S. § 1166](#) of the Pennsylvania Consolidated Statutes.

DSCB-15-146 (rev. 3/2024)

In compliance with the requirements of [§ 15 Pa.C.S. § 1166](#) (relating to annual report), the undersigned domestic or foreign association hereby states that:

Record Information

File number
0000000000

Business name
Testing the Annual Report, Inc.

Jurisdiction of formation
PENNSYLVANIA

Filing type
Domestic Business Corporation

Filing subtype
Business

Email Address for Notifications

The Department of State is required by law to notify companies of filing requirements, such as Annual Reports or Certificates of Annual Registration. The Department mails such notices to the registered office address on record with the Department. If you would like to receive such notices by email, please opt-in below. More than one email may be provided. Any emails provided will be for Department of State use only. Emails will not be sold or displayed.

Save Draft **Next Step**

NOTE: To opt in to email notifications regarding Annual Reports, please include at least one valid email address. Click **Next Step**.

Annual Report

- ☐ Business Details
- ☐ Registered Office
- ☐ Principal Office
- ☐ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Filing subtype
Business

Email Address for Notifications

The Department of State is required by law to notify companies of filing requirements, such as Annual Reports or Certificates of Annual Registration. The Department mails such notices to the registered office address on record with the Department. If you would like to receive such notices by email, please opt-in below. More than one email may be provided. Any emails provided will be for Department of State use only. Emails will not be sold or displayed.

Opt-In to Email Notifications*

Select one:

- ☒ I would like to receive email notifications from the Department of State about required filings for this association or registration at the following email address(es). I understand that I will no longer receive paper notifications by mail.
- ☐ I would like to continue to receive by mail all notifications from the Department of State about required filings for this association or registration.

A new email may be added (by selecting add), edited (by selecting the email to be changed) or removed (by selecting delete) below.

Email address(es) for notifications	
ThomasTester@gmail.com	Copy Delete
AnnaAnnual@aol.com	Copy Delete
RealReport@comcast.net	Copy Delete

Add

Save Draft **Next Step**

Step 8

Review the current registered office address or commercial registered office provider information. Select to change or not to change the registered office. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

☒ Business Details

☐ Registered Office

☐ Principal Office

☐ Governor(s)

☐ Officer(s)

☐ Processing Fees

☐ Confirm

☐ Sign and File Document

Current Registered Office or Commercial Registered Office Provider

Search for Commercial Registered Office Provider (CROP)
Search for an existing Commercial Registered Office Provider.

CT Corporation System
Commercial Registered Office Provider

Venue and Publication County
DALPHIN

New Registered Office

Change Registered Office?*

Select one

☐ I want to change the registered office

☒ I do not want to change the registered office

Save Draft Previous Step Next Step

Help

Enter the registered office as presently identified in the records of the Department of State. This address must be in Pennsylvania.

Give one of the following: (a) the registered office address in the Commonwealth (b) or the name of a Commercial Registered Office Provider and the county of venue.

If the current registered address on file has been changed and the association's address differs from what is presently on the Department's records, the new registered office address or Commercial Registered Office Provider and county of venue should be identified. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.

Step 9

Review the current principal office address information. Click on the fields to add or edit the principal office address. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

The screenshot shows a web form titled "Annual Report" with a sidebar on the left containing a list of steps: Business Details, Registered Office, Principal Office (highlighted), Governor(s), Officer(s), Processing Fees, Confirm, and Sign and File Document. The main content area is titled "Principal Office" and contains the instruction "The address of the association's principal office" and "Click on the fields to edit." Below this are several input fields: "Address*" (containing "123 MAIN ST"), "STE/APT/FL", "Attention", "City*" (containing "HARRISBURG"), "State*" (containing "PA"), "ZIP code*" (containing "17120"), and "Country*" (containing "United States"). A "Help?" button is located in the top right corner of the form area, with a large grey arrow pointing to it. At the bottom of the form are buttons for "Save Draft", "Previous Step", and "Next Step". To the right of the form is a "Help" sidebar with a close button (X) and text explaining that the principal office is where the association performs its primary executive functions and that an actual street or rural route box number must be used as an address.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☐ **Principal Office**
- ☐ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Principal Office

The address of the association's principal office

Click on the fields to edit.

Address*
123 MAIN ST

STE/APT/FL

Attention

City* State* ZIP code*

HARRISBURG PA 17120

Country*

United States

Save Draft Previous Step **Next Step**

Help?

An association's principal office is where the association performs its primary executive functions, whether or not the office is located within the Commonwealth of Pennsylvania. An actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. This street address may be the same as the registered office address.

Step 10

Review the current governor information. You must include the name of at least one governor. You can add or delete as many governors as needed. Click **Next Step**.

NOTE: This step is mandatory. For additional information (shown on the right), click the **Help?** Button.

The screenshot shows the 'Annual Report' form with a sidebar on the left containing the following options: ☒ Business Details, ☒ Registered Office, ☒ Principal Office, ☐ Governor(s), ☐ Officer(s), ☐ Processing Fees, ☐ Confirm, and ☐ Sign and File Document. The 'Governor(s)' section is active, displaying the title 'Governor(s)' and the instruction 'The name of at least one governor'. Below this, a note states: 'Click on a row to edit. Use the delete button to remove any governors that are no longer serving.' A table with the header 'Name of individual or entity' contains one row with the name 'Thomas T. Tester' and buttons for 'Copy' and 'Delete'. An 'Add' button is located below the table. A large grey arrow points to a 'Help?' button in the top right corner of the form area. To the right of the form is a 'Help' panel with a close button (X). The panel contains the following text: 'A governor is a person who has authority to exercise the powers of an association and manage the activities and affairs thereof pursuant to the organic law and rules of the association. The term includes:' followed by a bulleted list:

- A director of a corporation for profit or a shareholder of a statutory close corporation who is deemed to be a director under 15 Pa.C.S. 2332(a) (relating to management by shareholders).
- A director/member of an other body of a corporation not-for-profit.
- A partner of a limited liability general partnership
- A general partner of a limited partnership.
- A general partner of an electing partnership.
- A manager of a manager-managed limited liability company or a member who has the right to participate materially in the management of a member-managed limited liability company.
- A member of the board of governors of a professional association.
- A trustee of a business trust, common law business, or statutory trust.

At the bottom of the form are buttons for 'Save Draft', 'Previous Step', and 'Next Step'.

Step 11

Review the current principal officer(s) information. You can add or delete as many principal officers as needed. Click **Next Step**.

NOTE: This step is mandatory for certain businesses/associations. For additional information (shown on the right), click the **Help?** Button.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☐ Officer(s)
- ☐ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Principal Officer(s)

The names and titles of the persons who are its principal officers, if any, as determined by its governors

Click on a row to edit. Use the delete button to remove any officers that are no longer serving.

Name of individual or organization	Position	Other Position	
Pablo P. Perez	President		Copy Delete
Viraj V. Valav	Vice President		Copy Delete
Susan S. Smith	Secretary		Copy Delete
Tonya T. Thomas	Treasurer		Copy Delete

Add

Save Draft Previous Step Next Step

Help

This field is mandatory for all corporations (business and nonprofit). Officers include President, Secretary, Treasurer and any other such officers as may be authorized by the corporation. See 15 Pa.C.S. § 1732 and § 5732.

For other types of associations, this field is only required if the association has principal officers, as determined by its governors. Other association laws contemplate, but do not require, officers. See 15 Pa.C.S. § 8896.

Step 12

Review the processing fee information. The fee for all for-profit businesses/associations is \$7.00. The fee for all non-profit and not-for-profit businesses/associations is \$0.00. Click **Next Step**.

Annual Report

☒ Business Details

☒ Registered Office

☒ Principal Office

☒ Governor(s)

☒ Officer(s)

☐ Processing Fees

☐ Confirm

☐ Sign and File Document

Processing Fee Information

All fees are required at the time of submission. The fees of the Bureau are nonrefundable. The nonrefundable policy applies to both accepted and rejected filings.

Processing Fee: \$7.00

You can go to My Work Queue to monitor the status of your filing. Once your filing is processed, you can go to My Work Queue to view and print your document(s).

All fees may be paid by Visa, Mastercard, or Customer Deposit Account.

VISA

☒

If you have a deposit account with the Pennsylvania Department of State that has sufficient funds available, the deposit account may be used for payment.

Save Draft

Previous Step

Next Step

Step 13

Review and confirm all information provided for your Annual Report submission. Click **Next Step**.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☒ Officer(s)
- ☒ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Confirm
Review your submission below to confirm the information is exactly as it is to appear on the records of the Pennsylvania Department of State.

Business Details

Record Information	
File number	0003609529
Business name	Testing the Annual Report, Inc.
Jurisdiction of formation	PENNSYLVANIA
Filing type	Domestic Business Corporation
Filing subtype	Business

Email Address for Notifications

Opt in to Email Notifications

I would like to receive email notifications from the Department of State about required filings for this association or registration at the following email address(es). I understand that I will no longer receive paper notifications by mail.

Email address(es) for notifications

ThomasTester@gmail.com

AnnieAnnual@aol.com

RashadReport@comcast.net

Save Draft Previous Step Next Step

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☒ Officer(s)
- ☒ Processing Fees
- ☐ Confirm
- ☐ Sign and File Document

Registered Office

Current Registered Office or Commercial Registered Office Provider

Search for Commercial Registered Office Provider (Click)	CT Corporation System Commercial Registered Office Provider
--	--

New Registered Office

Change Registered Office?	I do not want to change the registered office
---------------------------	---

Principal Office

Principal Office

Address

123 MAIN ST
HARRISBURG, PA 17120-0001

Governor(s)

Governor(s)

Name of individual or entity

Thomas T. Tester

Officer(s)

Principal Officer(s)

Name of individual or organization	Position	Other Position
Pablo P. Perez	President	
Vinay V. Vasav	Vice President	
Susan S. Smith	Secretary	
Toriya T. Thomas	Treasurer	

Save Draft Previous Step Next Step

Step 14

Review, confirm, and click the checkbox for all declarations. Then, electronically sign the Annual Report, including the title of the signatory, and select **Today** for the date. Click **File Online**.

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☒ Officer(s)
- ☒ Processing Fees
- ☒ Confirm
- ☐ Sign and File Document

Electronic Signature
Read and check each declaration prior to signing this document.

☐ I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*

☐ I verify that I am the person whose signature appears on the filing, that I am authorized to execute this document on behalf of the above-named association and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*

☐ I verify that I have electronically signed and submitted this document on behalf of the above-named association.*

IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly authorized representative

"Signer's Capacity" refers to the position or title of the authorized representative executing this filing. It includes such terms as: member, manager, partner, director, chairman, president, secretary, treasurer, trustee, executor or power of attorney. "Signer's capacity" does not include terms such as Mr., Mrs., Dr. or initials.

Signer's Capacity* Signature* Date*

(Enter full name of authorized signer) MM/DD/YYYY **Today**

☒ **File Online** ☐ **Print and Mail**

Save Draft Previous Step **File Online**

Annual Report

- ☒ Business Details
- ☒ Registered Office
- ☒ Principal Office
- ☒ Governor(s)
- ☒ Officer(s)
- ☒ Processing Fees
- ☒ Confirm
- ☐ Sign and File Document

Electronic Signature
Read and check each declaration prior to signing this document.

☒ I have reviewed the information submitted as part of this online form. I understand that it is public information and will appear exactly as I have entered it.*

☒ I verify that I am the person whose signature appears on the filing, that I am authorized to execute this document on behalf of the above-named association and that the information I am submitting is true in all material respects. In lieu of the foregoing statement, as a service company or law firm representative, I verify that I am authorized to submit this document on behalf of the above-named client.*

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Signer's Capacity* Signature* Date*

Director Thomas T. Tester 12/12/2024 **Today**

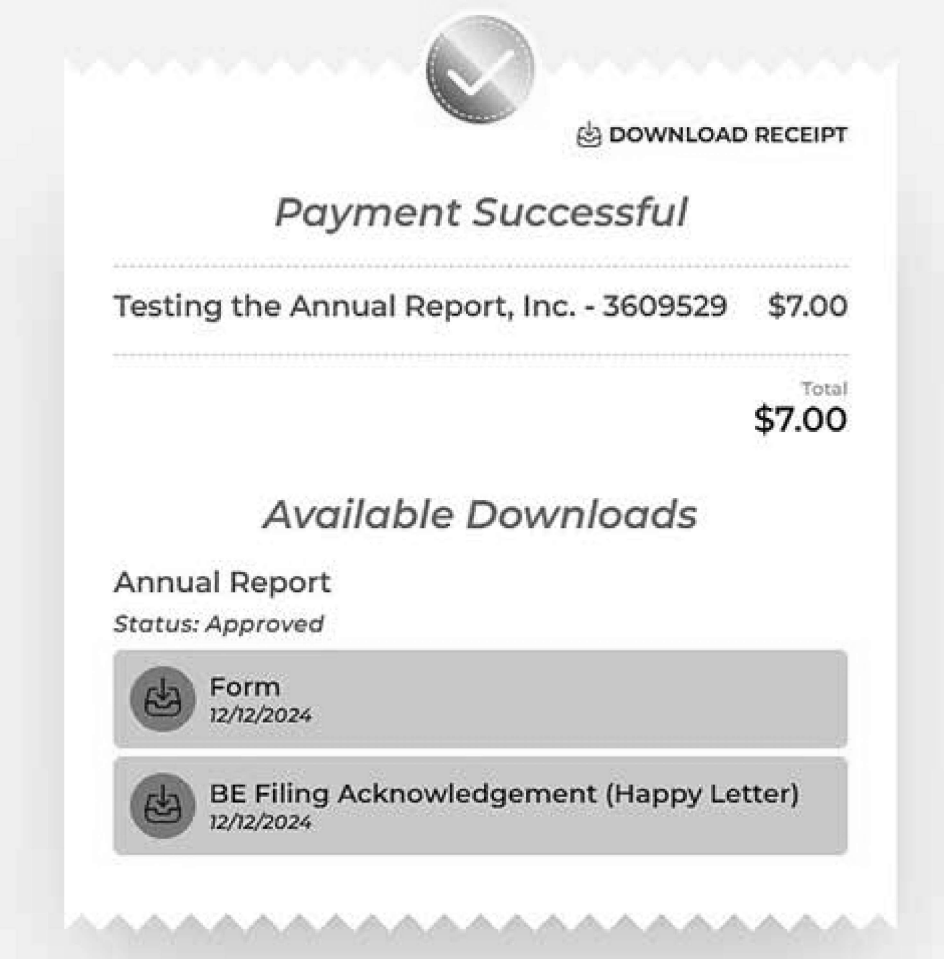
☒ **File Online** ☐ **Print and Mail**

Save Draft Previous Step **File Online**

Step 15

Submit online payment information. Once payment is approved, the **Payment Successful** screen will appear. The Annual Report filing will be automatically processed, and you can select the Form tab to view and download the approved Annual Report filing.

NOTE: Non-profit and not-for-profit businesses/associations will skip the payment input information page and immediately receive the **Payment Successful** screen.




The image shows a screenshot of the 'Payment Successful' screen. At the top, there is a circular icon with a checkmark and a 'DOWNLOAD RECEIPT' link. Below this, the title 'Payment Successful' is displayed. A table shows the payment details: 'Testing the Annual Report, Inc. - 3609529' for '\$7.00'. The total is also listed as '\$7.00'. Under the heading 'Available Downloads', there are two items: 'Annual Report' with status 'Approved', and two download links: 'Form' and 'BE Filing Acknowledgement (Happy Letter)', both dated '12/12/2024'.

Payment Successful	
Testing the Annual Report, Inc. - 3609529	\$7.00
Total	
	\$7.00



Available Downloads

Annual Report
Status: *Approved*

-  **Form**
12/12/2024
-  **BE Filing Acknowledgement (Happy Letter)**
12/12/2024

Example

Filed and Approved Annual Report

	COMMONWEALTH OF PENNSYLVANIA Department of State Bureau of Corporations and Charitable Organizations PO Box 8722 Harrisburg, Pennsylvania 17105-8722 ANNUAL REPORT Fee: \$7	 0012936350 <div style="border: 1px solid black; padding: 5px; text-align: center;">Pennsylvania Department of State -FILED- Amendment #: 0012936350 Date Filed: 12/12/2024</div>																					
In compliance with the requirements of <u>15 Pa.C.S. § 146</u> (relating to annual report), the undersigned domestic or foreign association hereby states that:																							
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Record Information</td><td style="width: 50%;"></td></tr><tr><td>File number</td><td>0003609529</td></tr><tr><td>Business name</td><td>Testing the Annual Report, Inc.</td></tr><tr><td>Jurisdiction of formation</td><td>PENNSYLVANIA</td></tr><tr><td>Filing type</td><td>Domestic Business Corporation</td></tr><tr><td>Filing subtype</td><td>Business</td></tr></table>			Record Information		File number	0003609529	Business name	Testing the Annual Report, Inc.	Jurisdiction of formation	PENNSYLVANIA	Filing type	Domestic Business Corporation	Filing subtype	Business									
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<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Current Registered Office or Commercial Registered Office Provider</td></tr><tr><td>Search for Commercial Registered Office Provider (CROP)</td><td>CT Corporation System Commercial Registered Office Provider</td></tr><tr><td>Venue and Publication County</td><td>DAUPHIN</td></tr></table>			Current Registered Office or Commercial Registered Office Provider		Search for Commercial Registered Office Provider (CROP)	CT Corporation System Commercial Registered Office Provider	Venue and Publication County	DAUPHIN															
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<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">Principal Office</td></tr><tr><td colspan="2">The address of the association's principal office</td></tr><tr><td colspan="2">Click on the fields to edit.</td></tr><tr><td>Address</td><td>123 MAIN ST HARRISBURG, PA 17120-0001</td></tr></table>			Principal Office		The address of the association's principal office		Click on the fields to edit.		Address	123 MAIN ST HARRISBURG, PA 17120-0001													
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Name of individual or entity																							
<input checked="" type="checkbox"/> Thomas T. Tester																							
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="3">Principal Officer(s)</td></tr><tr><td colspan="3">The names and titles of the persons who are its principal officers, if any, as determined by its governors</td></tr><tr><td style="width: 50%;">Name of individual or organization</td><td style="width: 25%;">Position</td><td style="width: 25%;">Other Position</td></tr><tr><td><input checked="" type="checkbox"/> Pablo P. Perez</td><td>President</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Viraj V. Vasav</td><td>Vice President</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Susan S. Smith</td><td>Secretary</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Tonya T. Thomas</td><td>Treasurer</td><td></td></tr></table>			Principal Officer(s)			The names and titles of the persons who are its principal officers, if any, as determined by its governors			Name of individual or organization	Position	Other Position	<input checked="" type="checkbox"/> Pablo P. Perez	President		<input checked="" type="checkbox"/> Viraj V. Vasav	Vice President		<input checked="" type="checkbox"/> Susan S. Smith	Secretary		<input checked="" type="checkbox"/> Tonya T. Thomas	Treasurer	
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<input checked="" type="checkbox"/> Susan S. Smith	Secretary																						
<input checked="" type="checkbox"/> Tonya T. Thomas	Treasurer																						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="3">Electronic Signature</td></tr><tr><td colspan="3">IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative</td></tr><tr><td style="width: 33%;">Director</td><td style="width: 33%;">Thomas T. Tester</td><td style="width: 33%;">12/12/2024</td></tr><tr><td>Signer's Capacity</td><td>Sign Here</td><td>Date</td></tr></table>			Electronic Signature			IN TESTIMONY WHEREOF, the association has caused this Annual Report to be signed by a duly-authorized representative			Director	Thomas T. Tester	12/12/2024	Signer's Capacity	Sign Here	Date									
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