



**Surcharge Recipient Organization's  
Compliance Procedures for Surcharge Eligibility and Payments**

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**Appendix E - Sample Transmittal Letter for Eligibility**

(designated recipient organization)  
(address)  
(date)

Chief Financial Officer  
United States Mint  
Department of the Treasury  
Washington, DC 20220

RE: Surcharge Payment Eligibility - Matching Funds  
Audit Report

The (name of designated recipient organization) has been designated the recipient of commemorative coin surcharge funds by (title and date of enabling legislation).

For the purpose of establishing eligibility to receive funds, an audit has been completed. The auditor has reported that the assertion of (designated recipient organization) (is/ is not) (if is not, include Corrective Action Plan) fairly stated. The auditor's report is attached.

We understand that you must receive this report at least thirty days prior to a scheduled surcharge payout, and that the Mint will make payment only if you have approved our eligibility and the Mint has recovered its cost for this commemorative coin program.

Very truly yours,

(name)  
Chief Executive Officer (or Chief Financial Officer)  
(designated recipient organization)

Attachment: Audit Report