

THE TARA CIRCLE, Inc.

7 Skyline Drive, Suite 350, Hawthorne NY 10532 (914)964-8272

To Subvention Certificate Holders:

These instructions apply to **certificate holders**.

Individuals who do not have their original certificates should write to Tara Circle at the address above and submit receipts and other proof, including the affidavit. Tara Circle will compare with its internal records and respond to you directly.

If you are an **certificate holder**,

- 1)** Complete the attached **Redemption Form**. Complete the Redemption form even if you intend to donate your certificate. If you are an organization, include the **corporate resolution**.

- 2)** Mail the Forms with your **original subvention certificate or affidavit** via **CERTIFIED MAIL** (return receipt requested) to us.

You will get your check in approximately 30 days after we receive the above.

Sincerely,

Cyril Hughes
President
The Tara Circle, Inc.