**Entity Dissolution Notification**

Managers should complete this form and upload it and follow Instructions in the Audit Information Sharepoint site > New Entity Creation or Dissolution Submissions (\*identifies required fields). Save this document using the naming convention: Dissolution\_EntityName\_Date

|  |  |
| --- | --- |
| **GENERAL INFORMATION ABOUT THE ENTITY (populate from EIS)** | |
| \*MCAG | Click here to enter text. |
| \*Legal Name of the Entity: | Click here to enter text. |
| DBA (if applicable): | Click here to enter text. |
| Acronym (if applicable): | Click here to enter text. |
| \*Federal EIN #: | Click here to enter text. |
| \*Fiscal Year End: | Click here to enter text. |
| \*Billing Address: | Click here to enter text. |
| \*County: | Choose an item. |
| \*Entity Contact Name: | Click here to enter text. |
| \*Contact Phone Number: | Click here to enter text. |
| \*Contact E-mail Address: | Click here to enter text. |
| Entity Website: | Click here to enter text. |
| **NOTIFICATION OF ENTITY DISSOLUTION** | |
| \*Date of Dissolution: | Click here to enter text. |
| Method of Dissolution: | Click here to enter text. |
| \*Record of Dissolution: |  |

continued on next page

***State Auditor’s Office Completes This Section:***

MANAGER: Save this document using the naming convention: Dissolution\_EntityName\_Date

(Follow Instructions in the Audit Information Sharepoint site > New Entity Creation or Dissolution Submissions)

|  |  |  |
| --- | --- | --- |
| **SAO Review and Approval** | | **Initial & date completed** |
| **Audit Manager** | | |
| Entity Name: |  |  |
| **Director of Legal Affairs** | | |
| Legal Assessment: | This assessment is provided before the remainder of this section is completed. |  |
| **Assistant Director** | | |
| Final approval: | Review of submission form and any attachments |  |
| **Audit Manager Administration** | | |
| PERM file: | Scan a copy of the form and any attachments for the PERM file into closeout audit file. |  |
| BUCO: | Submit a BUCO to remove any future audits that will not be performed using the Online BUCO System. |  |
| FAWF: | Add FAWF note to remind team to add to TeamMate PERM file. |  |
| EIS: | Update the entity profile including entity description, if possible. |  |
| **Fiscal Manager** | | |
| Date Notified: | Click here to enter a date. |  |
| MCAG #: | Mark the MCAG number assigned to the entity as dissolved. |  |