

Austin Office 4301 Westbank Drive, Ste. A150 Austin, Texas 78746 **Dallas Office** 4600 Greenville Ave. , Ste. 220 Dallas, Texas 75206 **Houston Office** 2500 Wilcrest, Ste. 300 Houston, Texas 77049 San Antonio Office 18756 Stone Oak Parkway, Ste. 200 San Antonio, Texas 78258

## 2024 CORPORATE TRANSPARENCY ACT REPORT ORDER FORM

On behalf of the Association named and described below, I am hereby representing that I am authorized to request the legal services indicated below, that I am acting on behalf of the Association in the capacity indicated below, and that the Association is engaging Cagle Pugh Ltd. LLP for the purpose of providing the documents indicated by my selections below, and that the Association agrees to pay for such services as indicated. The Association is responsible for notifying Cagle Pugh whenever a new Board Member is elected or appointed after the initial reporting within ten (10) business days.

Please select from the options below:				
<ul> <li>□ Initial CTA Report Preparation and filing - \$250</li> <li>□ Amended CTA Report Preparation and filing - \$75</li> </ul>				
ADDITIONAL DOCUMENTS:  ☐ Preparation of New or Revised CTA Compliance Bylaws (to require Board Members provide required BOI for reporting purposes to hold office)- \$450				
***FORM ON NEXT PAGE MUST BE COMPLETED IN FULL. CAGLE PUGH WILL				
CONTACT BOARD MEMBERS DIRECTLY TO SECURLY ACQUIRE IDENTIFICATION				
VERIFICATION DOCUMENTS.***				
Printed Name of Person Signing Agreement:				
Printed Title of Person Signing Agreement:				
Signature:				
Date:				



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Association Legal Name:

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## 2024 CORPORATE TRANSPARENCY ACT REPORT DATA FORM

Association Taxpayer Identification Number:				
Association Mailing Address:				
Association Actual Location (County):				
Association Main Point of Contact (Manager/BOD Pres):				
Association Main Point of Contact Phone Number:				
Association Main Point of Contact Email Address:				
Please select type of Association: Condo Subdivision Management Contract: Y N				
If so, Name of Management Firm:				
Website for the Governing Documents (Or attached to this form)				
Contact information for Current Board of Directors:				
Full Legal Name	Phone Number	Email	Street Address	