

## RENEWAL OF QI AGREEMENT:

1. QI's which have an agreement expiring December 31, 2008 should submit there renewal request by June 30, 2008.
  
2. Only agreements of QI: in good standing will be renewed.  
All required tax returns must have been filed and an audit report or waiver of audit accepted.
  
3. Renewal requests should be sent no later than June 30, 2008. Requests received after that date may not be processed in time and will require the execution of new contract in this event.
  
4. QI's must request the renewal of the QI Agreement. The IRS will not contact the QI to renew the Agreement.
  
5. Renewal requests should be sent to:  
  
Internal Revenue Service  
QI Program  
290 Broadway, 12 th floor  
New York N.Y. 10007-1867  
Attention: QI Renewals
  
6. QI's renewing should consider electronic filing and providing their QI contact person information with their renewal package.