

D & M WATER SUPPLY CORPORATION

P.O. BOX 9

Douglass, Texas 75943

Phone: 936-559-9900 Fax: 936-559-0112

Email: dmwater.org@gmail.com

Web: www.dmwater.org

Check list for Standard Service Application & Agreement Packet

- Completed Service Application and Agreement** must be completed by property owner(s).
- Copy of Deed** including property description and record of filing at the county clerk's office (volume & page #).
- A map** (official plat or hand drawn directions) showing location of property and location of preferred meter installation if necessary.
- The Right of Way Easement** must be signed by property owner(s) as listed on the deed and sealed by a Notary Public. The original document is required (no copies please). A Notary is available at our office.
- Valid photo I.D.** of applicant(s)
- Customer Service Inspection (CSI)**, \$100.00 fee, is required for new construction, some changes in service type, or suspected cross contamination. If a Customer Service Inspection is required you will be notified and an appointment will be scheduled.
- I _____ acknowledge the terms of the Customer Service Inspection and understand
(*Signature required here*) that my account may be billed after a CSI has been performed by D & M Water Supply.
- Payment:** Estimated cost to establish service _____.

Payment Options

- **On-Line & Pay by Phone** credit card payments are now available at www.dmwater.org or call 1-855-981-2714. Accepting **Visa, MasterCard, Discover and American Express**. A 3% convenience fee* is charged by Heartland Payment Systems for processing payments. *D & M Water Supply does not receive any portion of the 3% convenience fee charged by Heartland Payment Systems. To avoid this fee you may use any of our other convenient payment options.
- **In person** at D & M Water Supply's office 111 Buck Alley, Douglass, Texas (at the intersection of S FM 225 & Buck Alley) 2.8 miles south of Douglass. Payments may be made by check, money order or cash (no change is available for cash payments and no credit cards may be processed through the office). Visit www.dmwater.org/location for a map/directions. A Drive-thru and drop box are available.
- **By mail** to D & M Water Supply, PO Box 9, Douglass, TX 75943 (take 3-10 business days on average to receive).
- **At Commercial Bank of Texas** local branches (CBTx). Please take your water bill statement with you and allow three business days for your payment to process. Nacogdoches locations: Main Office 215 East Main, Stallings Banking Center 4929 North St, Starr Banking Center 1629 N University, SFA Banking Center 222 Vista Dr.
- **Direct Payment** through automatic-bank draft is available for your convenience. Please complete the Direct Payment form and provide a voided check.
 - ❖ D & M Water Supply offers each customer the opportunity to make a voluntary contribution to the local voluntary fire department that serves the customer's physical address. The \$1.00 contribution amount is listed as a separate item on your monthly statement. These voluntary contributions will be sent to the following VFD's: Douglass VFD, Lake Nacogdoches VFD and South Nacogdoches VFD. This contribution may be deductible under the Federal Income Tax Law.

Contact our office at 936-559-9900 or visit www.dmwater.org for more information or assistance.

If a road bore or line extension is required to establish a service line connection within our system all cost are at the member/customer's expense. D & M WSC does not provide a road bore service. A line extension will require a cost estimate. Member/customer will need to arrange for the road bore with a contractor and coordinate installation with our office.

D & M WSC is an equal opportunity provider and employer.

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RATES & FEES

Standard		Non-Standard	
Base Water Rate: Standard meter	\$23.00 Monthly Charge	Base Water Rate: Charges based on meter equivalents chart, Tariff Section G. 6.	$\frac{3}{4}$ "=34.50 1"=57.50 1½"=115.00 2"=184.00
Gallonge Charge Water: Rate per 1,000 gallons		Gallonge Charge Water: Rate per 1,000 gallons	
0-2,000	\$2.50	0-2,000	Charges based on meter equivalents chart, Tariff Section G. 6.
2,001-8,000	\$3.00	2,001-8,000	
8,001-12,000	\$3.50	8,001-12,000	
12,001-20,000	\$4.00	12,001-20,000	
Over 20,000	\$5.00	Over 20,000	
Base Sewer Rate: Standard meter	\$22.00 Monthly Charge	Base Sewer Rate: Charges based on meter equivalents chart, Tariff Section G. 6.	$\frac{3}{4}$ "=33.00 1"=55.00 1½"=110.00 2"=176.00
Gallonge Charge Sewer: for any usage per 1,000 gallons	\$2.50	Gallonge Charge Sewer: for any usage per 1,000 gallons	\$2.50
Equity Buy In Fee: (Standard new service)	\$1200.00	Equity Buy In Fee: (Non-Standard new service)	Quote required
Installation Fee: Standard Service	\$300.00	Installation Fee: Non-Standard Service	Quote required
Additional Fees			
Membership/Deposit (Water): per service unit	\$100.00	Membership/Deposit (Sewer): per service unit	\$100.00
Customer Service Inspection	\$100.00	Transfer Fee	\$30.00
Reconnect Fee	\$30.00	Owner notification fee for rentals	\$10.00
Service Trip Fee	\$30.00	Returned Check/Item Fee	\$30.00
Late Payment Fee	10%	Regulatory Assessment Fee	.5%
Equipment Damage Fee: (Labor & all costs to repair/ replace equipment)	Actual Cost	Road Bore as required: to be at customer's expense	
Meter Tampering/Diversion Penalty	Not to exceed 6 x's monthly base charge		
Note: Sewer service available only to CR 521 & CR 522			

D & M WSC is an equal opportunity provider and employer.

CORPORATION USE ONLY	
Date Approved:	_____
Service Classification:	_____
Cost:	_____
Work Order Number:	_____
Eng. Update:	_____
Account Number:	_____
Serial Number:	_____
Sequence Number:	_____
Date Installed:	_____
Service Inspection Date:	_____
Existing Structure	_____ New Construction _____

D & M WATER SUPPLY CORPORATION
P.O. BOX 9
DOUGLASS, TX 75943
936-559-9900 FAX 936-559-0112
www.dmwater.org
SERVICE APPLICATION AND AGREEMENT

Please Print: DATE _____

APPLICANT'S NAME _____

CO APPLICANT'S NAME _____

CURRENT BILLING ADDRESS: _____ FUTURE BILLING ADDRESS EFFECTIVE DATE: _____

PHONE NUMBER Home (_____) _____ - _____ Work (_____) _____ - _____

Cell (_____) _____ - _____ Email _____

PROOF OF OWNERSHIP PROVIDED BY COPY OF RECORDED DEED (and proof of recording at the county clerk's office)

DRIVER'S LICENSE NUMBER OF APPLICANT(S) _____

LEGAL DESCRIPTION OF PROPERTY (Include name of road, subdivision with lot and block number)

PREVIOUS OWNER'S NAME AND ADDRESS (if transferring Membership)

ACREAGE _____ HOUSEHOLD SIZE (SQ. FT.) _____

NUMBER IN FAMILY _____ LIVESTOCK & NUMBER _____

SPECIAL SERVICE NEEDS OF APPLICANT _____

NOTE: FORM MUST BE COMPLETED BY APPLICANT ONLY. A MAP OF SERVICE LOCATION REQUEST MUST BE ATTACHED.

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity: Hispanic or Latino Not of Hispanic or Latino

Race: White Black or African American American Indian/Alaska Native Asian Native Hawaiian or Other Pacific Islander

Gender: Male Female

D & M WSC IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

AGREEMENT made this _____ day of _____, _____, between D & M Water Supply Corporation, a corporation organized under the laws of the State of Texas (hereinafter called the Corporation) and _____ (hereinafter called the Applicant and/or Member),

Witnessed:

The Corporation shall sell and deliver water and/or wastewater service to the Applicant and the Applicant shall purchase, receive, and/or reserve service from the Corporation in accordance with the bylaws and tariff of the Corporation as amended from time to time by the Board of Directors of the Corporation. Upon compliance with said policies, including payment of a Membership Fee, the Applicant qualifies for Membership as a new applicant or continued Membership as a transferee and thereby may hereinafter be called a Member.

The Member shall pay the Corporation for service hereunder as determined by the Corporation's tariff and upon the terms and conditions set forth therein, a copy of which has been provided as an information packet, for which Member acknowledges receipt hereof by execution of this agreement. A copy of this agreement shall be executed before service may be provided to the Applicant.

The Board of Directors shall have the authority to discontinue service and cancel the Membership of any Member not complying with any policy or not paying any utility fees or charges as required by the Corporation's published rates, fees, and conditions of service. At any time service is discontinued, terminated or suspended, the Corporation shall not re-establish service unless it has a current, signed copy of this agreement.

If this agreement is completed for the purpose of assigning utility service as a part of a rural domestic water and/or wastewater system loan project contemplated with the Rural Development, an Applicant shall pay an Indication of Interest Fee in lieu of a Membership Fee for the purposes of determining:

- a. The number of taps to be considered in the design and
- b. The number of potential ratepayers considered in determining the financial feasibility of constructing
 - 1) a new water system or
 - 2) expanding the facilities of an existing water system

The Applicant hereby agrees to obtain, utilize, and/or reserve service as soon as it is available. Applicant, upon qualification for service under the terms of the Corporation's policies, shall further qualify as a Member and the Indication of Interest Fee shall then be converted by the Corporation to a Membership Fee. Applicant further agrees to pay, upon becoming a Member, the monthly charges for such service as prescribed in the Corporation's tariff. Any breach of this agreement shall give cause for the Corporation to liquidate, as damages, the fees previously paid as an indication of interest. In addition to any Indication of Interest Fees forfeited, the Corporation may assess a lump sum of \$300.00 as liquidated damages to defray any losses incurred by the Corporation. If delivery of service to said location is deemed infeasible by the Corporation as a part of this project, the Applicant shall be denied

Membership in the Corporation and the Indication of Interest Fee, less expenses, shall be refunded. The Applicant may re-apply for service at a later date under the terms and conditions of the Corporation's policies. For the purposes of this agreement, an Indication of Interest Fee shall be of an amount equal to the Corporation's Membership Fees.

All water shall be metered by meters to be furnished and installed by the Corporation. The meter and/or wastewater connection is for the sole use of the Member or customer and is to provide service to only one (1) dwelling or one (1) business. Extension of pipe(s) to transfer utility service from one property to another, to share, resell, or submeter water to any other persons, dwellings, businesses, or property, etc., is prohibited.

The Corporation shall have the right to locate a water service meter and the pipe necessary to connect the meter on the Member's property at a point to be chosen by the Corporation, and shall have access to its property and equipment located upon Member's premises at all reasonable and necessary times for any purpose connected with or in the furtherance of its business operations, and upon discontinuance of service the Corporation shall have the right to remove any of its equipment from the Member's property. The Member shall install, at their own expense, any necessary service lines from the Corporation's facilities and equipment to the point of use, including any customer service isolation valves, backflow prevention devices, clean-outs, and other equipment as may be specified by the Corporation. The Corporation shall also have access to the Member's property for the purpose of inspecting for possible cross-connections, potential contamination hazards, illegal lead materials, and any other violations or possible violations of state and federal statutes and regulations relating to the federal Safe Drinking Water Act or Chapter 341 of the Texas Health & Safety Code or and the corporation's tariff and service policies.

The Corporation is responsible for protecting the drinking water supply from contamination or pollution which could result from improper system construction or configuration on the retail connection owner's side of the meter. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The public water system enforces these restrictions to ensure the public health and welfare. Each retail customer must sign this agreement before the D & M Water Supply Corporation will begin service. In addition, when service to an existing retail connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

The following unacceptable practices are prohibited by State regulations:

- a. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an airgap or an appropriate backflow prevention assembly device.

- b. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the proper installation of an airgap or a reduced pressure-zone backflow prevention device.
- c. No connection which allows water to be returned to the public drinking water supply is permitted.
- d. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- e. No solder or flux which contains more than 0.2 % lead may be used for the installation or repair of plumbing at any connection which provides water for human use.

The Corporation shall maintain a copy of this agreement as long as the Member and/or premises is connected to the public water system. The Member shall allow their property to be inspected for possible cross-connections and potential contamination hazards. These inspections shall be conducted by the Corporation or its designated agent prior to initiating new water service, or when there is reason to believe that cross-connections, or other potential contamination hazards exist, or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Corporation's normal business hours.

The Corporation shall notify the Member in writing of any cross-connections or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection. The Member shall immediately remove or adequately isolate any potential contamination hazards on their premises. The Member shall, at their expense, properly install, test, and maintain any backflow prevention device required by the Corporation. Copies of all testing and maintenance records shall be provided to the Corporation. If the Member fails to comply with the terms of this Service Agreement, the Corporation shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Member.

In the event the total water supply is insufficient to meet all of the Members, or in the event there is a shortage of water, the Corporation may initiate the Emergency Rationing Program as specified in the Corporation's Tariff. By execution of this agreement, the Applicant hereby shall comply with the terms of said program.

By execution hereof, the Applicant shall hold the Corporation harmless from any and all claims for damages caused by service interruptions due to waterline breaks by utility or like contractors, tampering by other Member/users of the Corporation, normal failures of the system, or other events beyond the Corporation's control.

The Applicant shall grant to the Corporation permanent recorded easement(s) dedicated to the Corporation for the purpose of providing reasonable rights of access and use to allow the Corporation to construct, maintain, replace, upgrade, parallel, inspect, test and operate any facilities necessary to serve that Applicant as well as the Corporation's purposes in providing system-wide service for existing or future members.

By execution hereof, the Applicant shall guarantee payment of all other rates, fees, and charges due on any account for which said Applicant owns a Membership Certificate. Said guarantee shall pledge any and all Membership Fees against any balance due the Corporation. Liquidation of said Membership Fees shall give rise to discontinuance of service under the terms and conditions of the Corporation's tariff.

By execution hereof, the Applicant agrees that non-compliance with the terms of this agreement by said Applicant shall constitute denial or discontinuance of service until such time as the violation is corrected to the satisfaction of the Corporation.

Any misrepresentation of the facts by the Applicant on any of the four pages of this agreement shall result in discontinuance of service pursuant to the terms and conditions of the Corporation's tariff.

Date

Applicant / Member

Date

Witnessed

D & M use only:

Approved and Accepted

Date Approved

**UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Utilities Service**

RIGHT-OF-WAY EASEMENT (General Type Easement)

KNOW ALL MEN BY THESE PRESENTS, that _____
(hereinafter called "Grantors"), in consideration of one dollar (\$1.00) and other good and valuable consideration paid by D & M Water Supply Corporation (hereinafter called "Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell, transfer, and convey to said Grantee, its successors, and assigns, a perpetual easement with the right to erect, construct, install and lay and thereafter access and use, operate, inspect, repair, maintain, replace, upgrade, parallel and remove water distribution and/or sewer collection lines and appurtenances, over and across _____ acres of land, more particularly described in instrument recorded in Vol._____, Page _____, Deed Records, _____ County, Texas, together with the right of ingress and egress over Grantor's adjacent lands for the purpose for which the above mentioned rights are granted. The easement hereby granted shall not exceed 15' in width, and Grantee is hereby authorized to designate the course of the easement herein conveyed except that when the pipeline(s) is installed, the easement herein granted shall be limited to a strip of land 15' in width, the center line thereof being the pipeline as installed. Grantee shall have such other rights and benefits necessary and/or convenient for the full enjoyment and use of the rights herein granted, including without limitation, (1) the reasonable right of ingress and egress over and across lands owned by Grantor which are contiguous to the easement; (2) the reasonable right from time to time to remove any and all paving, undergrowth and other obstructions that may injure Grantee's facilities and appurtenances or interfere with the construction, maintenance, inspection, operation, protection, repair, alteration, testing, replacement, upgrading, relocation (as above limited), substitution or removal thereof; and (3) the rights to abandon-in-place any and all water supply and/or sewer distribution lines, service lines and associated appurtenances, such that Grantee shall have no obligation or liability to Grantor, or their successors or assigns, to move or remove any such abandoned lines or appurtenances.

In the event the easement hereby granted abuts on a public road and the county or state hereafter widens or relocates the public road so as to require the relocation of this water and/or sewer line as installed, Grantor further grants to Grantee an additional easement over and across the land described above for the purpose of laterally relocating said water and/or sewer line as may be necessary to clear the road improvements, which easement hereby granted shall be limited to a strip of land 15' in width, the center line thereof being the pipeline as relocated.

The consideration recited herein shall constitute payment in full for all damages sustained by Grantors by reason of the installation of the structures referred to herein and the Grantee will maintain such easement in a state of good repair and efficiency so that no unreasonable damages will result from its use to Grantor's premises. This Agreement together with other provisions of this grant shall constitute a covenant running with the land for the benefit of the Grantee, its successors, and assigns. The Grantors covenant that they are the owners of the above described lands and that said lands are free and clear of all encumbrances and liens except the following:

Grantor does hereby bind itself, its successors and assigns, to WARRANT AND FOREVER DEFEND, all and singular, the easement herein granted to Grantee, or Grantee's successors and assigns, against every person whomsoever claiming, or to claim, the same or any part thereof.

The easement conveyed herein was obtained or improved through Federal financial assistance. This easement is subject to the provisions of Title VI of the Civil Rights Act of 1964 and the regulations issued pursuant thereto for so long as the easement continues to be used for the same or similar purpose for which financial assistance was extended or for so long as the Grantee owns it, whichever is longer.

IN WITNESS WHEREOF the said Grantors have executed this instrument this _____ day of _____, 20_____

ACKNOWLEDGMENT
(Individual)

STATE OF TEXAS §
COUNTY OF _____ §

This instrument was acknowledged before me on _____ 20____
by _____.

(SEAL)

Notary Public, State of Texas

We are pleased to offer you a Direct Payment Plan service. You may pay directly from your checking or savings account. And, you won't have to change your present banking relationship to take advantage of this service.

The Direct Payment Plan will help you in several ways:

- ✓ it saves time - fewer checks to write
- ✓ helps meet your commitment in a convenient and timely manner – even if you're on vacation or out of town
- ✓ no lost or misplaced statements, your payment is always on time - it helps maintain good credit
- ✓ it saves postage
- ✓ it's easy to sign up for, easy to cancel
- ✓ no late charges

Here's how the Direct Payment Plan works:

You authorize your monthly water bill to be made from your checking or savings account. Then, just sit back and relax. Your payments will be made automatically up to 3 business days prior to the due date. Proof of payment will appear on your bank statement as well as on your next monthly bill.

The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this

AUTHORIZATION FOR DIRECT PAYMENT D & M Water Supply: D & M account # _____

I authorize D & M WATER SUPPLY CORPORATION to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the company a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged.

ENCLOSE A VOIDED CHECK AND COPY OF VALID ID FOR ACCOUNT VERIFICATION

(NAME OF FINANCIAL INSTITUTION) (BRANCH)

(CITY) (STATE) (ZIP CODE)

(SIGNATURE) (DATE)

(CUSTOMER NAME - PLEASE PRINT)

(ADDRESS - PLEASE PRINT)

(PHONE NUMBER)

Checking or Savings

TRANSIT ROUTING NUMBER

⌚											⌚
---	--	--	--	--	--	--	--	--	--	--	---

ABA

ACCOUNT NUMBER INFORMATION

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*OPTIONAL Please include \$1.00 donation for my local VFD in the monthly bank draft.

RETAIN FOR YOUR RECORDS

On _____ I authorized **D & M WATER SUPPLY CORPORATION, P.O. BOX 9 DOUGLASS, TX 75943, 936-559-9900** to initiate electronic entries to my checking/savings account and have agreed to the terms listed on the authorization. I may revoke my authorization with you by writing to the address above within 5 business days of scheduled draft. **Regular payment date is the 10th of each month.**

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P.O. BOX 9

Douglass, Texas 75943

Phone: 936-559-9900 Fax: 936-559-0112

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CUSTOMER REQUEST THAT PERSONAL INFORMATION CONTAINED IN UTILITY RECORDS NOT BE RELEASED TO UNAUTHORIZED PERSONS

Chapter 182, Subchapter B of the Texas Utilities Code allows water utilities to give their customers the option of making the customer's address, telephone number, account records, and social security number confidential. A customer also may make confidential information relating to the volume or units of utility usage or the amounts billed to or collected from the individual for utility usage, unless the primary source of water for the utility is a sole-source designated aquifer.

IS THERE A CHARGE FOR THIS SERVICE? No.

HOW CAN YOU REQUEST THIS? Simply complete the form at the bottom of this page and return it to:

D & M Water Supply

P.O. Box 9

Douglass, TX 75943

Your response is not necessary if you do not want this service.

WE MUST STILL PROVIDE THIS INFORMATION UNDER LAW TO CERTAIN PERSONS.

We must still provide this information to (1) an official or employee of the state or a political subdivision of the state, or the federal government acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility or to the state, a political subdivision of the state, the federal government, or an agency of the state or federal government; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

Detach and Return This Section

I want you to make my personal information, including my address, telephone number, usage and billing records confidential.

Name of Account Holder

Account Number

Address

Area Code/Telephone Number

City, State, Zip Code

Signature

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P.O. BOX 9

Douglass, Texas 75943

Phone: 936-559-9900 Fax: 936-559-0112

Email: dmwater.org@gmail.com

Web: www.dmwater.org

AUTHORIZATION TO RELEASE ACCOUNT INFORMATION

MEMBER NAME: _____

MEMBER ADDRESS: _____

MEMBER PHONE: _____

ACCOUNT No.: _____

RELEASE OF INFORMATION TO: _____

ADDRESS: _____, _____, _____, _____

PHONE: _____

FAX: _____

DESCRIPTION OF INFORMATION TO RELEASE:

Member's Signature

Date

Authorization to release account information is valid from _____ until _____
unless written request for cancelation of the release is received in our office signed by the member of record.

Please contact our office at 936-559-9900 if we can be of any further assistance in this matter.

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P.O. BOX 9

111 Buck Alley

Douglass, Texas 75943

Phone: 936-559-9900 Fax: 936-559-0112

Email: dmwater.org@gmail.com

Web: www.dmwater.org

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and to any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-941;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

**D & M WSC is an equal opportunity provider and employer.
D & M WSC es un proveedor de servicios con igualdad de oportunidades.**