

# S A M P L E

December 1, 2015

Ms. Marilyn S. Davis  
4671 Dogwood Court  
Decatur, IL 62526

Dear Ms. Davis :

The University is required to file IRS Tax Form 990 for each fiscal year. More disclosure of new financial and non-financial information is required including relationships and transactions with the University's current and former trustees, current and former officers, key employees and certain designated outside agents. Because these disclosures request information not typically captured by the University, we must request this information for the University's fiscal year ending December 31, 2015, and any conflicts or dualities that have presented themselves thereafter. The University is required to make reasonable efforts to obtain the information; therefore, we are sending the enclosed questionnaire. We respectfully request that you read and complete all questions.

**ALL INFORMATION REPORTED WILL BE HELD CONFIDENTIAL.**

Please respond to each of the following questions and return the questionnaire by:

Date: January 29, 2016

To: Marilyn Davis, Chief of Staff and Board Secretary  
Millikin University  
1184 W. Main Street  
Decatur, IL 62522  
Telephone: (217) 424-6379

Thank you for your attention to this matter. If you have any questions, please contact me at [mdavis@millikin.edu](mailto:mdavis@millikin.edu) or 217-424-6379.

Sincerely,

Marilyn S. Davis  
Chief of Staff and Board Secretary

