

Form 990

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

1997

This Form is Open to Public Inspection

Under section 501(c) of the Internal Revenue Code (except black lung benefit trust or private foundation) or section 4947(a)(1) nonexempt charitable trust

Department of the Treasury Internal Revenue Service

Note: The organization may have to use a copy of this return to satisfy state reporting requirements.

Form 990 header section including: A For the 1997 calendar year, OR tax year period beginning 1-Sep 1997, and ending 8/31/98, 19; B Check if: Change of address, Initial return, Final return, Amended return; C Name of organization: New York Institute of Technology; D Employer identification number: 11-1788788; E State registration number; F Check if exemption application is pending; G Type of organization: Exempt under section 501(c)(3); H(a) Is this a group return filed for affiliates? No; H(b) If "Yes," enter the number of affiliates for which this return is filed; H(c) Is this a separate return filed by an organization covered by a group ruling? No; J Accounting method: Accrual; K Check here if the organization's gross receipts are normally not more than \$25,000.

Note: Section 501(c)(3) exempt organizations and 4947(a)(1) nonexempt charitable trusts MUST attach a completed Sch. A (Form 990). Note: Form 990-EZ may be used by organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at end of year.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See Specific Instructions on page 11.)

Table with 21 rows and 4 columns. Rows include: 1 Contributions, gifts, grants, and similar amounts received; 2 Program service revenue including government fees and contracts; 3 Membership dues and assessments; 4 Interest on savings and temporary cash investments; 5 Dividends and interest from securities; 6a Gross rents; 6b Less: rental expenses; 6c Net rental income or (loss); 7 Other investment income; 8a Gross amount from sale of assets other than inventory; 8b Less: cost or other basis and sales expenses; 8c Gain or (loss); 8d Net gain or (loss); 9 Special events and activities; 9a Gross revenue; 9b Less: direct expenses; 9c Net income; 10a Gross sales of inventory; 10b Less: cost of goods sold; 10c Gross profit or (loss); 11 Other revenue; 12 Total revenue; 13 Program services; 14 Management and general; 15 Fundraising; 16 Payments to affiliates; 17 Total expenses; 18 Excess or (deficit); 19 Net assets or fund balances at beginning of year; 20 Other changes in net assets or fund balances; 21 Net assets or fund balances at end of year.

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Part II Statement of Functional Expenses

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others. (See Specific Instructions on page 15.)

| Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I. | (A) Total | (B) Program services | (C) Management and general | (D) Fundraising |
|--|----------------|----------------------|----------------------------|-----------------|
| 22 Grants and allocations (attach schedule) (noncash \$ 11,492,407 cash \$) | 22 11,492,407 | 11,492,407 | | |
| 23 Specific assistance to individuals (attach schedule) | 23 NONE | NONE | | |
| 24 Benefits paid to or for members (attach schedule) | 24 NONE | NONE | | |
| 25 Compensation of officers, directors, etc. | 25 906,127 | 869,883 | 36,244 | NONE |
| 26 Other salaries and wages | 26 40,981,200 | 39,103,254 | 1,629,302 | 248,644 |
| 27 Pension plan contributions | 27 1,812,618 | 1,740,113 | 72,505 | NONE |
| 28 Other employee benefits | 28 8,928,826 | 8,553,197 | 356,384 | 19,245 |
| 29 Payroll taxes | 29 3,419,107 | 3,267,958 | 136,165 | 14,984 |
| 30 Professional fundraising fees | 30 420,050 | | | 420,050 |
| 31 Accounting fees | 31 189,996 | 182,396 | 7,600 | NONE |
| 32 Legal fees | 32 916,429 | 880,178 | 36,251 | NONE |
| 33 Supplies | 33 2,362,256 | 2,267,531 | 94,481 | 244 |
| 34 Telephone | 34 1,186,231 | 1,138,784 | 47,447 | NONE |
| 35 Postage and shipping | 35 701,098 | 655,867 | 27,328 | 17,903 |
| 36 Occupancy | 36 4,807,062 | 4,614,779 | 192,283 | NONE |
| 37 Equipment rental and maintenance | 37 1,013,837 | 973,283 | 40,554 | NONE |
| 38 Printing and publications | 38 509,836 | 441,039 | 18,374 | 50,423 |
| 39 Travel | 39 1,341,246 | 1,210,632 | 50,443 | 80,171 |
| 40 Conferences, conventions, and meetings | 40 0 | NONE | NONE | NONE |
| 41 Interest | 41 6,176,038 | 5,941,769 | 234,269 | NONE |
| 42 Depreciation, depletion, etc. (attach schedule) | 42 3,564,877 | 3,422,094 | 142,783 | NONE |
| 43 Other expenses (itemize): a STMT 2 | 43a 10,233,539 | 9,918,376 | 178,761 | 136,402 |
| b | 43b 0 | | | |
| c | 43c 0 | | | |
| d | 43d 0 | | | |
| e | 43e 0 | | | |
| f | 43f 0 | | | |
| 44 Total functional expenses (add lines 22 through 43) Organizations completing columns (B) - (D), carry these totals to lines 13 - 15 | 44 100,962,780 | 96,673,539 | 3,301,174 | 988,066 |

Reporting of Joint Costs.

Did you report in column (B) (Program services) any joint costs from a combined educational campaign and fundraising solicitation? Yes No

If "Yes," enter (i) the aggregate amount of these joint costs _____; (ii) the amount allocated to Program services _____; (iii) the amount allocated to Management and general _____; (iv) the amount allocated to Fundraising _____

Part III Statement of Program Service Accomplishments

(See Specific Instructions on page 18.)

| What is the organization's primary exempt purpose? All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.) | Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.) |
|--|--|
| a SEE STATEMENT 3 (Grants and allocations \$ 11,492,407) | 93,157,466 |
| b RESEARCH - THE INSTITUTION PRESENTLY HAS ELEVEN RESEARCH GRANTS, THREE OF WHICH ARE FEDERAL, REMAINING EIGHT ARE FUNDED BY PRIVATE SOURCES (Grants and allocations \$) | 83,550 |
| c SEE STATEMENT 3 (Grants and allocations \$) | 3,432,523 |
| d (Grants and allocations \$) | |
| e Other program services (attach schedule) (Grants and allocations \$) | |
| f Total of Program Service Expenses (should equal line 44, column (B), Program services) | 96,673,539 |

Part IV Balance Sheets

(See Specific Instructions on page 18.)

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

| | | (A) | | (B) |
|--|--|--------------------|-----------|--------------------|
| | | Beginning of year | | End of year |
| Assets | | | | |
| 45 | Cash - non-interest-bearing | 9,531,421 | 45 | 7,910,962 |
| 46 | Savings and temporary cash investments | 13,296,903 | 46 | 13,303,457 |
| 47a | Accounts receivable | 14,653,021 | | |
| | b Less: allowance for doubtful accounts | 2,770,817 | 47c | 11,882,204 |
| 48a | Pledges receivable | 870,000 | | |
| | b Less: allowance for doubtful accounts | | 48c | 870,000 |
| 49 | Grants receivable | 602,382 | 49 | 658,889 |
| 50 | Receivables due from officers, directors, trustees, and key employees (attach schedule) | | 50 | |
| 51a | Other notes and loans receivable (attach schedule) | | | |
| | b Less: allowance for doubtful accounts | | 51c | 0 |
| 52 | Inventories for sale or use | | 52 | |
| 53 | Prepaid expenses and deferred charges | | 53 | |
| 54 | Investments - securities (attach schedule) SEE STATEMENT 4 | 6,851,984 | 54 | 7,270,472 |
| 55a | Investments - land, buildings, and equipment: basis | 50,023,000 | | |
| | b Less: accumulated depreciation (attach schedule) | 49,128,390 | 55c | 50,023,000 |
| 56 | Investments - other (attach schedule) | 0 | 56 | 0 |
| 57a | Land, buildings, and equipment: basis | 132,363,907 | | |
| | b Less: accumulated depreciation (attach schedule) | 75,090,045 | 57c | 57,273,862 |
| 58 | Other assets (describe) | 5,620,488 | 58 | 5,413,464 |
| 59 | Total assets (add lines 45 through 58) (must equal line 74) | 152,471,182 | 59 | 154,606,310 |
| Liabilities | | | | |
| 60 | Accounts payable and accrued expenses | 18,138,562 | 60 | 18,954,671 |
| 61 | Grants payable | | 61 | |
| 62 | Deferred revenue | 15,748,184 | 62 | 14,980,530 |
| 63 | Loans from officers, directors, trustees, and key employees (attach schedule) | | 63 | |
| 64a | Tax-exempt bond liabilities (attach schedule) SEE STATEMENT 5 | 33,800,000 | 64a | 33,800,000 |
| | b Mortgages and other notes payable (attach schedule) SEE STATEMENT 6 | 31,215,354 | 64b | 29,717,429 |
| 65 | Other liabilities (describe SEE STATEMENT 7) | 11,064,211 | 65 | 11,318,187 |
| 66 | Total liabilities (add lines 60 through 65) | 109,966,311 | 66 | 108,770,817 |
| Net Assets or Fund Balances | | | | |
| Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74. | | | | |
| 67 | Unrestricted | 42,504,871 | 67 | 44,841,940 |
| 68 | Temporarily restricted | | 68 | 993,553 |
| 69 | Permanently restricted | | 69 | |
| Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74. | | | | |
| 70 | Capital stock, trust principal, or current funds | | 70 | |
| 71 | Paid-in or capital surplus, or land, bldg., and equipment fund | | 71 | |
| 72 | Retained earnings, accumulated income, endowment, or other funds | | 72 | |
| 73 | Total net assets or fund balances (add lines 67 through 69 OR lines 70 through 72; column (A) must equal line 19 and column (B) must equal line 21) | 42,504,871 | 73 | 45,835,493 |
| 74 | Total liabilities and fund balances/net assets (add lines 66 and 73) | 152,471,182 | 74 | 154,606,310 |

Part IV-A Reconciliation of Revenue per Audited Financial Statements with Revenue per Return

| | | | |
|-----|--|---|-------------|
| a | Total revenue and other support per audited financial statements | a | 105,203,076 |
| b | Amounts included on line a but not on line 12; Form 990: | | |
| (1) | Net unrealized gains on investments | | -173,997 |
| (2) | Donated services and use of facilities | | |
| (3) | Recoveries of prior year grants | | |
| (4) | Other (specify): | | |
| | STMNT 8 | | 533,754 |
| | Add amounts on lines (1) thru (4) | b | 359,757 |
| c | Line a minus line b | c | 104,843,319 |
| d | Amounts included on line 12, Form 990 but not on line a: | | |
| (1) | Investment expenses not included on line 6b, Form 990 | | |
| (2) | Other (specify): | | |
| | Add amounts on lines (1) and (2) | d | 0 |
| e | Total revenue per line 12, Form 990 (line c plus line d) | e | 104,843,319 |

Part IV-B Reconciliation of Expenses per Audited Financial Statements with Expenses per Return

| | | | |
|-----|---|---|-------------|
| a | Total expense and losses per audited financial statements | a | 101,872,454 |
| b | Amounts included on line a but not on line 17, Form 990: | | |
| (1) | Donated services and use of facilities | | |
| (2) | Prior year adjustments reported on line 20, Form 990 | | |
| (3) | Losses reported on line 20, Form 990 | | 800,000 |
| (4) | Other (specify): | | |
| | STMNT 9 | | 109,674 |
| | Add amounts on lines (1) thru (4) | b | 909,674 |
| c | Line a minus line b | c | 100,962,780 |
| d | Amounts included on line 17, Form 990 but not on line a: | | |
| (1) | Investment expenses not included on line 6b, Form 990 | | |
| (2) | Other (specify): | | |
| | Add amounts on lines (1) and (2) | d | 0 |
| e | Total expenses per line 17, Form 990 (line c plus line d) | e | 100,962,780 |

Part V List of Officers, Directors, Trustees and Key Employees

(List each one even if not compensated; see Specific Instructions on page 20.)

| (A) Name and address | (B) Title and average hours per week devoted to position | (C) Compensation (if not paid enter -0-) | (D) Contributions to employee benefit plans | (E) Expense account and other allowances |
|---|--|--|---|--|
| Matthew Schure 388 Charles Street, E Williston, NY 11596 | PRESIDENT 100% | 277,242 | 8,000 | |
| Edward Guillano 3 Princeton Drive, Dix Hills, NY 11746 | VICE PRESIDENT 100% | 168,260 | 8,155 | |
| Maryse Prezeau 38 Hillside Avenue, Woodbury, NY 11797 | VICE PRESIDENT 100% | 169,134 | 8,155 | |
| Craig Becker 2044 Dogwood Dr, Scotch Plains, NJ 07076 | VICE PRESIDENT 100% | 149,072 | 0 | |
| Sheryl Moody PO Box 4027, W Gilgo Beach, NY 11702 | COUNSEL 100% | 142,419 | 7,112 | |
| Trustees - See Statement 10 | | | | |

75 Did any officer, director, trustee, or key employee receive aggregate compensation of more than \$100,000 from your organization and all related organizations, of which more than \$10,000 was provided by the related organizations?

Yes

No

If "Yes," attach schedule - see Specific Instructions on page 20.

| Part VI Other Information (See Specific Instructions on pages 21.) | | Yes or No |
|--|---|-----------|
| 76 | Did the organization engage in any activity not previously reported to the Internal Revenue Service? If "Yes," attach a detailed description of each activity. | NO |
| 77 | Were any changes made in the organizing or governing documents, but not reported to the IRS? If "Yes," attach a conformed copy of the changes. | NO |
| 78a | Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return? | YES |
| 78b | If "Yes," has it filed a tax return on Form 990-T for this year? | YES |
| 79 | Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement | NO |
| 80a | Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization? | NO |
| 80a | b If "Yes," enter the name of the organization _____ and check whether it is <input type="checkbox"/> exempt OR <input type="checkbox"/> nonexempt. | |
| 81a | Enter the amount of political expenditures, direct or indirect, as described in the instructions for line 81 | 81a |
| 81b | Did the organization file Form 1120-POL for this year? | NO |
| 82a | Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value? | NO |
| 82b | b If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions for reporting in Part III.) | 82b |
| 83a | Did the organization comply with the public inspection requirements for returns and exemption applications? | YES |
| 83b | Did the organization comply with the disclosure requirements relating to quid pro quo contributions? | YES |
| 84a | Did the organization solicit any contributions or gifts that were not tax deductible? | N/A |
| 84b | b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | N/A |
| 85a | Section 501(c)(4), (5), or (6) organizations. - (a) Were substantially all dues nondeductible by members? | N/A |
| 85b | Did the organization make only in-house lobbying expenditures of \$2,000 or less? If "Yes" to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year. | N/A |
| 85c | c Dues, assessments, and similar amounts from members | 85c |
| 85d | d Section 162(e) lobbying and political expenditures | 85d |
| 85e | e Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices | 85e |
| 85f | f Taxable amount of lobbying and political expenditures (line 85d less 85e) | 85f 0 |
| 85g | g Does the organization elect to pay the section 6033(e) tax on the amount in 85f? | N/A |
| 85h | h If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount in 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year? | N/A |
| 86a | Section 501(c)(7) organizations. - Enter: (a) Initiation fees and capital contributions included on line 12 | 86a N/A |
| 86b | b Gross receipts, included on line 12, for public use of club facilities | 86b N/A |
| 87a | Section 501(c)(12) organizations. - Enter: a Gross income from members or shareholders | 87a N/A |
| 87b | b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) | 87b N/A |
| 88 | At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership? If "Yes," complete Part IX | YES |
| 89a | 501(c)(3) organizations - Enter: Amount of tax paid during the year under: section 4911 _____; section 4912 _____; section 4955 _____ | |
| 89b | b 501(c)(3) and 501(c)(4) organizations. - Did the organization engage in any section 4958 excess benefit transaction during the year? If "Yes," attach a statement explaining each transaction | NO |
| 89c | c Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under section 4912, 4955 and 4958. | |
| 89d | d Enter: Amount of tax in 89c, above, reimbursed by the organization | |
| 90a | List the states with which a copy of this return is filed | |
| 90b | b Number of employees employed in the pay period that includes March 12, 1997 (See instructions.) | 90b |
| 91 | The books are in care of <u>Controller's Office</u> Telephone no. <u>516 686 7532</u> Located at <u>PO BOX 8000, OLD WESTBURY, NY</u> ZIP + 4 <u>11568-8000</u> | |
| 92 | Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041-- Check here enter the amount of tax-exempt interest received or accrued during the tax year | 92 N/A |

Part VII Analysis of Income-Producing Activities

(See Specific Instructions on pages 25.)

| | Unrelated business income | | Excluded by section 512, 513, or 514 | | (E) Related or exempt function income |
|--|---------------------------|---------------|--------------------------------------|---------------|---|
| | (A) Business code | (B) Amount | (C) Exclusion code | (D) Amount | |
| 93 Program service revenue: | | | | | 89,493,458 |
| a TUITION AND FEES | | | | | |
| b EDUCATIONAL ACTIVITIES | | | | | 2,160,838 |
| c SALES AUXILIARY ENTERPRISES | 8980 | 2,407,650 | | | 2,578,910 |
| d OTHER SOURCES | | | | | 1,881,839 |
| e | | | | | |
| f Medicare/Medicaid payments | | | | | |
| g Fees and contracts from government agencies | | | | | |
| 94 Membership dues and assessments | | | | | |
| 95 Interest on savings and temporary cash investments | | | 14 | 327,886 | |
| 96 Dividends and interest from securities | | | 14 | 469,852 | |
| 97 Net rental income (loss) from real estate: | | | | | |
| a debt-financed property | 8220 | 207,833 | | | |
| b not debt-financed property | | | | | |
| 98 Net rental income or (loss) from personal property | | | | | |
| 99 Other investment income | | | | | |
| 100 Gain or (loss) from sales of assets other than inventory | | | 18 | 786,853 | |
| 101 Net income or (loss) from special events | | | | | 110,546 |
| 102 Gross profit or (loss) from sales of inventory | | | | | |
| 103 Other revenue: | | | | | |
| b | | | | | |
| c | | | | | |
| d | | | | | |
| e | | | | | |
| 104 Subtotal (add cols. (B), (D), and (E)) | | 2,615,483 | | 1,584,591 | 96,225,591 |
| 105 TOTAL (add line 104, columns (B), (D), and (E)) | | | | | 100,425,665 |

Note: (Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.)

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes

(See Specific Instructions on page 26.)

| Line number | Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes). |
|-------------|---|
| 93A | THIS ACTIVITY CONTRIBUTES IMPORTANTLY TO THE INSTRUCTION PROGRAM WHICH ENABLES STUDENTS TO MEET THEIR EDUCATIONAL GOALS |
| 93B | THESE ACTIVITIES CONTRIBUTE IMPORTANTLY TO THE OVERALL EDUCATIONAL PROCESS AND PHYSICAL MAINTENANCE OF STUDENT FACILITIES - INCLUDING TEXTBOOKS, EDUCATIONAL MATERIALS, SUPPLIES, RENTAL OF EDUCATIONAL RELATED EQUIPMENT AND ATHLETIC PROGRAMS |
| 93D | SAME AS LINE 93B |

Part IX Information Regarding Taxable Subsidiaries

(Complete this Part if the "Yes" box on line 88 is checked.)

| Name, address, and employer identification number of corporation or partnership | % of ownership interest | Nature of business activities | Total income | End-of-year assets |
|---|-------------------------|-------------------------------|--------------|--------------------|
| SEE STATEMENT 11 | | | 1,239,064 | 192,354 |

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, the information reported hereon is true and correct. I am a preparer (other than officer) is based on all information of which preparer has any knowledge.

Date: 4/21/00
 Preparer: Joseph J. Cook Jr., CFP

Date: _____ Check if: _____ Preparer's SSN: _____

**SCHEDULE A
(Form 990)**

Organization Exempt Under Section 501(c)(3)

(Except Private Foundation), and Section 501(e), 501(f), 501(k),

OMB No. 1545-0047

1997

Department of the Treasury
Internal Revenue Service

or Section 4947(a)(1) Nonexempt Charitable Trust
Supplementary Information

Must be completed by the above organizations and attached to their Form 990 (or 990-EZ).

Name of the organization
NEW YORK INSTITUTE OF TECHNOLOGY

Employer identification number
11-1788788

Part I Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees

(See instructions on page 1. List each one. If there are none, enter "None.")

| (a) Name and address of each employee paid more than \$50,000 | (b) Title and average hours per week devoted to position | (c) Compensation | (d) Contributions to employee benefit plans & deferred compensation | (e) Expense account and other allowances |
|---|--|------------------|---|--|
| Stanley Schiowitz 40 Stoner Ave, Great Neck, NY | NYCOM Dean | 247,367 | 208,291 | 0 |
| James Gillespie 12 Adams Ct, Rockville Ctre, NY | Special Asst to Pres | 189,208 | 725 | 0 |
| Arnold Nagler 77 Hazlewood Dr, Jericho, NY | NYCOM | 174,426 | 15,008 | 0 |
| Eileen DiGiovanna 80 Gamer Ln, Bayshore, NY | NYCOM | 168,686 | 14,380 | 0 |
| Robert Mancini 54 Fifty Acre Rd, Head Harbor, NY | NYCOM | 166,978 | 0 | 0 |
| Total number of other employees paid over \$50,000 | 292 | | | |

Part II Compensation of the Five Highest Paid Independent Contractors for Professional Services

(See instructions on page 1. List each one (whether individuals or firms.) If there are none, enter "None.")

| (a) Name and address of each independent contractor paid more than \$50,000 | (b) Type of service | (c) Compensation |
|---|---------------------|------------------|
| Collegis 2300 Maitland Ctr Pa, Maitland Fl | Computer Services | 2,429,556 |
| TIAA Group Administration PO Box 8500, Philadelphia, PA 19178 | Pension Fund Mgmt | 353,254 |
| Cullen & Dykman 100 Quentin Roosevelt, Garden City, NY | Legal | 220,165 |
| Fulbright & Jaworski 686 Fifth Ave, NY, NY | Legal | 183,512 |
| PriceWaterhouseCoopers LLP PO Box 905615, Charlotte, NC | Accounting Services | 189,996 |
| Total number of others receiving over \$50,000 for professional services | 7 | |

Part III Statements About Activities

| | Yes | No |
|---|-----|----|
| 1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If "Yes," enter the total expenses paid or incurred in connection with the lobbying activities. Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking "Yes," must complete Part VI-B AND attach a statement giving a detailed description of the lobbying activities. | 1 | X |
| 2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any of its trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary: | | |
| a Sale, exchange, or leasing of property? | 2a | X |
| b Lending of money or other extension of credit? | 2b | X |
| c Furnishing of goods, services, or facilities? | 2c | X |
| d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)? | 2d | X |
| e Transfer of any part of its income or assets? | 2e | X |
| If the answer to any question is "Yes," attach a detailed statement explaining the transactions. | | |
| 3 Does the organization make grants for scholarships, fellowships, student loans, etc.? | 3 | X |
| 4 Attach a statement explaining how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs qualify to receive payments. (See instructions.) See Statement 12 | | |

Part IV Reason for Non-Private Foundation Status

(See instructions on pages 2 through 4.)

The organization is not a private foundation because it is (please check only ONE applicable box):

- 5 A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6 A school. Section 170(b)(1)(A)(ii). (Also complete Part V, page 4.)
- 7 A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8 A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9 A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state
- 10 An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the Support Schedule in Part IV-A.)
- 11a An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the Support Schedule in Part IV-A.)
- 11b A community trust. Section 170(b)(1)(A)(vi). (Also complete the Support Schedule below.)
- 12 An organization that normally receives: (a) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc., functions- subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the Support Schedule in Part IV-A.)
- 13 An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in: (1) lines 5 through 12 above; or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See instructions on page 4.)

| (a) Name(s) of supported organization(s) | (b) Line number from above |
|--|----------------------------|
| | |
| | |
| | |

- 14 An organization organized and operated to test for public safety. Section 509(a)(4). (See instructions on page 4.)

Part IV-A Support Schedule (Complete only if you checked a box on line 10, 11, or 12 above.) Use cash method of accounting.

NOTE: You may use the worksheet in the instructions for converting from the accrual to the cash method of accounting.

| Calendar year (or fiscal year beginning in) | (a) 1996 | (b) 1995 | (c) 1994 | (d) 1993 | (e) Total | |
|---|----------|----------|----------|----------|----------------|-------|
| 15 Gifts, grants, and contributions received. (Do not include unusual grants. See line 28.) | | | | | 0 | |
| 16 Membership fees received | | | | | 0 | |
| 17 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is not a business unrelated to the organization's charitable, etc., purpose | | | | | 0 | |
| 18 Gross income from interest, dividends, amounts received from payments on securities loans (section 512(a)(5)), rents, royalties, and unrelated business taxable income (less section 511 taxes) from businesses acquired by the organization after June 30, 1975 | | | | | 0 | |
| 19 Net income from unrelated business activities not included in line 18 | | | | | 0 | |
| 20 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf | | | | | 0 | |
| 21 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge | | | | | 0 | |
| 22 Other income. Attach a schedule. Do not include gain or (loss) from sale of capital assets | | | | | 0 | |
| 23 Total of lines 15 through 22 | 0 | 0 | 0 | 0 | 0 | |
| 24 Line 23 minus line 17 | 0 | 0 | 0 | 0 | 0 | |
| 25 Enter 1% of line 23 | 0 | 0 | 0 | 0 | 0 | |
| 26 Organizations described in lines 10 or 11: | | | | | | |
| a Enter 2% of amount in column (e), line 23 | N/A | | | | 26a 0 | |
| b Attach a list (which is not open to public inspection) showing the name of and amount contributed by each person (other than a governmental unit or publicly supported organization) whose total gifts for 1993 through 1996 exceeded the amount shown in line 26a. Enter the sum of all these excess amounts. | | | | | 26b | |
| c Total support for section 509(a)(1) test: Enter line 24, column (e) | | | | | 26c 0 | |
| d Add: Amounts from column (e) for lines: | 18 | 19 | 20 | 21 | 26d | |
| | 0 | 0 | 0 | 0 | 0 | |
| e Public support (line 26c minus line 26d total) | | | | | 26e 0 | |
| f Public support percentage (line 26e (numerator) divided by line 26c (denominator)) | | | | | 26f 0.00% | |
| 27 Organizations described on line 12: | | | | | | |
| a For amounts included on lines 15, 16, and 17, that were received from a "disqualified person," attach a list to show the name of, and total amounts received in each year from, each "disqualified person." Enter the sum of such amounts for each year: | (1996) | (1995) | (1994) | (1993) | | |
| | | | | | NOT APPLICABLE | |
| b For any amount included in line 17 that was received from a nondisqualified person, attach a list to show the name of, and amount received for each year, that was more than the larger of (1) the amount on line 25 for the year or (2) \$5,000. (Include in the list organizations described in lines 5 through 11, as well as individuals.) After computing the difference between the amount received and the larger amount described in (1) or (2), enter the sum of all these differences (the excess amounts) for each year: | (1996) | (1995) | (1994) | (1993) | | |
| | | | | | | |
| c Add: Amounts from column (e) for lines: | 15 | 16 | 17 | 20 | 21 | 27c |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| d Add: Line 27a total | 0 | 0 | 0 | 0 | 0 | 27d 0 |
| e Public support (line 27c minus line 27d total) | | | | | 27e 0 | |
| f Total support for section 509(a)(2) test: Enter amount on line 23, column (e) | | | | | 27f 0 | |
| g Public support percentage (line 27e (numerator) divided by line 27f (denominator)) | | | | | 27g 0.00% | |
| h Investment income percentage (line 18, column (e) (numerator) divided by line 27f (denominator)) | | | | | 27h 0.00% | |
| 28 Unusual Grants: For an organization described in line 10, 11, or 12, that received any unusual grants during 1993 through 1996, attach a list (which is not open to public inspection) for each year showing the name of the contributor, the date and amount of the grant, and a brief description of the nature of the grant. Do not include these grants in line 15. (See instructions on page 4.) | | | | | | |

Part V Private School Questionnaire

(See instructions on page 4.)

(To be completed ONLY by schools that checked the box on line 6 in Part IV)

| | Yes | No |
|--|-----|----|
| 29 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? | X | |
| 30 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? | X | |
| 31 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe; if "No," please explain. (If you need more space, attach a separate statement.) SEE STATEMENT 13 | X | |
| 32 Does the organization maintain the following: | | |
| a Records indicating the racial composition of the student body, faculty, and administrative staff? | X | |
| b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? | X | |
| c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? | X | |
| d Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. (If you need more space, attach a statement.) | X | |
| 33 Does the organization discriminate by race in any way with respect to: | | |
| a Students' rights or privileges? | | X |
| b Admissions policies? | | X |
| c Employment of faculty or administrative staff? | | X |
| d Scholarships or other financial assistance? | | X |
| e Educational policies? | | X |
| f Use of facilities? | | X |
| g Athletic programs? | | X |
| h Other extracurricular activities? | | X |
| If you answered "Yes" to any of the above, please explain. (If you need more space, attach a statement.) | | |
| 34a Does the organization receive any financial aid or assistance from a governmental agency? | X | |
| b Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain using an attached statement. | | X |
| 35 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," attach an explanation | X | |

Part VI-A Lobbying Expenditures by Electing Public Charities

(See instructions on page 6.)

(To be completed ONLY by an eligible organization that filed Form 5768)

Check here a If the organization belongs to an affiliated group (see instructions).

Check here b If you checked 'a' and "limited control" provisions apply (see instructions). NOT APPLICABLE

Limits on Lobbying Expenditures

(The term "expenditures" means amounts paid or incurred)

| | | (a) Affiliated group totals | (b) To be completed for ALL organizations |
|----|---|-----------------------------------|---|
| 36 | Total lobbying expenditures to influence public opinion (grassroots lobbying) | | |
| 37 | Total lobbying expenditures to influence a legislative body (direct lobbying) | | |
| 38 | Total lobbying expenditures (add lines 36 and 37) | 0 | 0 |
| 39 | Other exempt purpose expenditures | | |
| 40 | Total exempt purpose expenditures (add lines 38 and 39) | 0 | 0 |
| 41 | Lobbying nontaxable amount. Enter the amount from the following table - | | |
| | If the amount on line 40 is - | | |
| | The lobbying nontaxable amount is - | | |
| | Not over \$500,000 20% of the amount on line 40 | | |
| | Over \$500,000 but not over \$1,000,000 \$100,000 plus 15% of the excess over \$500,000 | | |
| | Over \$1,000,000 but not over \$1,500,000 \$175,000 plus 10% of the excess over \$1,000,000 | 0 | 0 |
| | Over \$1,500,000 but not over \$17,000,000 \$225,000 plus 5% of the excess over \$1,500,000 | | |
| | Over \$17,000,000 \$1,000,000 | | |
| 42 | Grassroots nontaxable amount (enter 25% of line 41) | 0 | 0 |
| 43 | Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36 | 0 | 0 |
| 44 | Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38 | 0 | 0 |

Caution: If there is an amount on either line 43 or line 44, file Form 4720.

4 - Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.

See the instructions for lines 45 through 50 on page 7.)

Lobbying Expenditures During 4-Year Averaging Period

| Calendar year (or fiscal year beginning in) | (a) 1997 | (b) 1996 | (c) 1995 | (d) 1994 | (e) Total |
|---|-------------|-------------|-------------|-------------|--------------|
| 45 | | | | | 0 |
| 46 | | | | | 0 |
| 47 | | | | | 0 |
| 48 | | | | | 0 |
| 49 | | | | | 0 |
| 50 | | | | | 0 |

Part VI-B Lobbying Activity by Nonelecting Public Charities

(For reporting by organizations that did not complete Part VI-A) (See instructions on page 7.)

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

| | Yes | No | Amount |
|---|-----|----|--------|
| a | | X | |
| b | | X | |
| c | | X | |
| d | | X | |
| e | | X | |
| f | | X | |
| g | | X | |
| h | | X | |
| i | | | 0 |

If "Yes" to any of the above, also attach a statement giving a detailed description of the lobbying activities.

Part VII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations

51 Did the reporting organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?

a Transfers from the reporting organization to a noncharitable exempt organization of:

- (i) Cash
(ii) Other assets
b Other transactions:
(i) Sales of assets to a noncharitable exempt organization
(ii) Purchases of assets from a noncharitable exempt organization
(iii) Rental of facilities or equipment
(iv) Reimbursement arrangements
(v) Loans or loan guarantees
(vi) Performance of services or membership or fundraising solicitations

Table with columns: Yes, No. Rows: 51a(i), a(ii), b(i), b(ii), b(iii), b(iv), b(v), b(vi), c. All 'No' boxes are marked with an 'X'.

c Sharing of facilities, equipment, mailing lists, other assets, or paid employees
d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting organization. If the organization received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

Table with 4 columns: (a) Line no., (b) Amount involved, (c) Name of noncharitable exempt organization, (d) Description of transfers, transactions, and sharing arrangements.

52a Is the organization directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527?

Yes [X] No []

b If "Yes," complete the following schedule.

Table with 3 columns: (a) Name of organization, (b) Type of organization, (c) Description of relationship. Row 1: COLUMBIA COLLEGE, 501 (C) (3) SCHOOL, COMMON BOARD OF TRUSTEES.

New York Institute of Technology

11-1788788

Form 990, Part I - Other changes in net assets or fund balances

| Increases: | Amount |
|--|------------------------|
| Unrealized gain on property held for sale | <u>424,080</u> |
| Decreases: | |
| Unrealized loss on depreciation of investments | -173,997 |
| Loss on contribution of property | <u>-800,000</u> |
| Total | <u><u>-549,917</u></u> |

Form 990, Part II - Other Expenses

| <u>Description</u> | <u>Total</u> | <u>Program Services</u> | <u>Management and General</u> | <u>Fundraising</u> |
|-------------------------------|--------------|-----------------------------|-----------------------------------|--------------------|
| Auxiliary Enterprises | 2,041,484 | 2,041,484 | | |
| Cafeteria / Meal Plan | 2,089,824 | 2,089,824 | | |
| Consulting / Outside Services | 3,819,057 | 3,666,293 | 152,764 | |
| General Insurance | 1,436,104 | 1,436,104 | | |
| Bad Debt | 448,175 | 430,249 | 17,925 | |
| Miscellaneous | 398,896 | 254,423 | 8,071 | 136,402 |
| Totals | 10,233,539 | 9,918,376 | 178,761 | 136,402 |

New York Institute of Technology

11-1788788

Form 990, Part IV - Investments - Securities

| <u>Description</u> | <u>Amount</u> |
|----------------------------|------------------|
| Common Stock | 1,958,111 |
| U.S. Government Securities | 3,431,855 |
| Other Debt Securities | 1,680,341 |
| Money Market | 200,165 |
| Total | <u>7,270,472</u> |

New York Institute of Technology

11-1788788

Form 990, Part IV - Tax-Exempt Bond Liabilities

| <u>Description</u> | <u>Amount</u> |
|---|--------------------------|
| 7.5% Town of Islip Community Development Agency Refunding Revenue Bonds Due March 1, 2006 | <u>33,800,000</u> |
| Total | <u><u>33,800,000</u></u> |

New York Institute of Technology

11-1788788

Form 990, Part IV - Mortgages and Other Notes Payable

Lender: 11% New York Institute of Technology

Original Amount: 33,500,000

Interest Rate: 11.520000

Maturity Date: 03/01/06

| | |
|-----------------------------|-------------------|
| Beginning Balance Due | 31,215,354 |
| Ending Balance Due | <u>29,717,429</u> |

| | |
|---|--------------------------|
| Total Beginning Mortgages and Other Notes Payable | <u><u>31,215,354</u></u> |
|---|--------------------------|

| | |
|--|--------------------------|
| Total Ending Mortgages and Other Notes Payable | <u><u>29,717,429</u></u> |
|--|--------------------------|

New York Institute of Technology

11-1788788

Form 990, Part IV - Other Liabilities

| <u>Description</u> | <u>Ending Book Value</u> |
|--|------------------------------|
| Refundable Grants and U.S. Government Loan Funds | <u>8,914,225</u> |
| Capital Lease Obligations | <u>2,403,962</u> |
| Total | <u><u>11,318,187</u></u> |

Statement 7

New York Institute of Technology

11-1788788

Form 990, Part IV-A - Revenue on Financial Statements not on Line 12

| <u>Description</u> | <u>Amount</u> |
|---------------------------------------|----------------|
| Line 9b Expenses | 109,674 |
| Unrealized gain on ppty held for sale | 424,080 |
| Total | <u>533,754</u> |

New York Institute of Technology

11-1788788

Form 990, Part IV-B - Expenses on Financial Statements not on Line 17

| <u>Description</u> | <u>Amount</u> |
|--------------------|-----------------------|
| Line 9b Expenses | 109,674 |
| | <hr/> |
| Total | <u><u>109,674</u></u> |

NEW YORK INSTITUTE OF TECHNOLOGY

BOARD OF TRUSTEES

Mr. Duane Albro
Operating Vice President - Suburban
Bell Atlantic
P.O. Box 8000
Old Westbury, NY 11568-8000

Dr. Ronald Gade
President
St. Barnabas Hospital
P.O. Box 8000
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Manhattan Associates, L.L.C.
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Mr. Angelo Corva
Angelo Corva and Associates
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Mr. G. Bruce Leib
Vice President, Investments
Dean Witter Reynolds, Inc.
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Mr. Richard Torrenzano
Chairman & Chief Executive
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Ms. Linda Davilla [Vice-Chair]
Assistant Vice President
Merrill Lynch Private Client Group
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Chairman and CEO
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Marc A. Francis, Esq.
President
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Mr. Phillip Munson
P.O. Box 8000
Old Westbury, NY 11568-8000

New York Institute of Technology

11-1788788

Form 990, Part IX - Information Regarding Taxable Subsidiaries

| Name and Address | Percentage Ownership Interest | Nature of Business Activities | Total Income | Ending Assets |
|--|-------------------------------------|-------------------------------------|------------------|------------------|
| Wheatley Advertising PO Box 8000 Old Westbury, NY 11568-8000 11-2359770 | 100% | Advertising | 1,239,064 | 192,354 |
| Total | | | <u>1,239,064</u> | <u>192,354</u> |

Statement 11

Schedule A, Part III - Explanation for Line 4

Most disbursements in furtherance of the Institution's exempt programs are made directly for salary and similar expenses incurred directly in the active conduct of the activities constituting the exempt purpose or function for which the Institution is organized and operated. Otherwise, disbursements in furtherance of the Institution's exempt programs are made in accordance with procedures, or subject to conditions established by the Institution's governing board, designed to insure that individuals and organizations receiving disbursements from the organization in furtherance of its exempt programs are adequately investigated to insure that they are qualified recipients. The College grants academic scholarships to freshmen and upperclass students on the basis of academic achievement of high scholastic potential. Academic scholarships range in value up to full tuition, depending on financial need. As funds allow, they may be reviewed each year for students who maintain at least a 3.0 GPA and continue to demonstrate financial need. In general, Institutional scholarships may be applied toward full-time tuition only.

New York Institute of Technology

11-1788788

Schedule A, Part V - Explanation For Line 31

Advertising in local newspaper announcing registration dates and programs offered. These advertisements include a summary statement of non-discrimination policy.

Application for Extension of Time To File Certain Excise, Income, Information, and Other Returns

OMB No. 1545-0148

File a separate application for each return.

Please type or print. File the original and one copy by the due date for filing your return. See instructions on back.

Name: NEW YORK INSTITUTE OF TECHNOLOGY
Employer identification number: 111788788
Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address): % CONTROLLER'S OFFICE - P Box 8000
City, town or post office, state, and ZIP code, For a foreign address, see instructions. OLD WESTBURY, NY 11568-8000

Note: Corporate income tax return filers must use Form 7004 to request an extension of time to file. Partnerships, REMICs, and trusts must use Form 8736 to request an extension of time to file Form 1065, 1066, or 1041.

- 1 I request an extension of time until APRIL 15, 1999, to file (check only one):
Form 706-GS(D)
Form 706-GS(T)
Form 990 or 990-EZ
Form 990-BL
Form 990-PF
Form 990-T (sec. 401(a) or 408(a) trust)
Form 990-T (trust other than above)
Form 1041 (estate) (see instructions)
Form 1041-A
Form 1042
Form 1120-ND (sec. 4951 taxes)
Form 3520-A
Form 4720
Form 5227
Form 6089
Form 8612
Form 8613
Form 8725
Form 8804
Form 8831

If the organization does not have an office or place of business in the United States, check this box.

- 2a For calendar year 1998, or other tax year beginning 9-1, 1997 and ending 8-31, 1998.
b If this tax year is for less than 12 months, check reason: Initial return, Final return, Change in accounting period
3 Has an extension of time to file been previously granted for this tax year? Yes
4 State in detail why you need the extension: INFORMATION REQUIRED TO FILE A COMPLETE AND ACCURATE RETURN IS NOT YET AVAILABLE

- 5a If this form is for Form 706-GS(D), 706-GS(T), 990-BL, 990-PF, 990-T, 1041 (estate), 1042, 1120-ND, 4720, 6069, 8612, 8613, 8725, 8804, or 8831, enter the tentative tax, less any nonrefundable credits. See instructions.
b If this form is for Form 990-PF, 990-T, 1041 (estate), 1042, or 8804, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.
c Balance due. Subtract line 5b from line 5a. Include your payment with this form, or deposit with FTD coupon if required. See instructions.

Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete; and that I am authorized to prepare this form.

Signature: Michael M. White Title: CONTROLLER Date: 4-15-99

FILE ORIGINAL AND ONE COPY. The IRS will show below whether or not your application is approved and will return the copy.

Notice to Applicant—To Be Completed by the IRS

- We HAVE approved your application: Please attach this form to your return.
We HAVE NOT approved your application. However, we have granted a 10-day grace period from the later of the date shown below or the due date of your return (including any prior extensions). This grace period is considered to be a valid extension of time for elections otherwise required to be made on a timely return. Please attach this form to your return.
We HAVE NOT approved your application. After considering the reasons stated in item 4, we cannot grant your request for an extension of time to file. We are not granting the 10-day grace period.
We cannot consider your application because it was filed after the due date of the return for which an extension was requested.
Other: EXTENSION GRANTED TO

07-15-99

EXTENSION APPROVED, MAY 14 1999

If you want a copy of this form to be returned to an address other than that shown above, please enter the address to which the copy should be sent.

Name:
Number, street, and room or suite no. (or P.O. box no. if mail is not delivered to street address):
City, town or post office, state, and ZIP code, For a foreign address, see instructions.