

To be eligible to receive veterinary expense reimbursements all three of the following requirements must be met

1. Either:
  - (a) Be an organization that has maintained an IRC §501(c)(3) status at all times during the quarter for which expense reimbursement is requested and has at least one Officer who is a DPCA member.
  - or
  - (b) Be an individual DPCA member in good standing performing Doberman Rescue but not organized under IRC §501(c)(3) and requesting reimbursement for expenses incurred in the performance of their Doberman Rescue activities.
  
2. Have an IRS W-9 form on file with the DPCA Rescue Committee.

Submission of the W-9 only has to be done once, unless there is a change in the Taxpayer Identification Number (TIN) of the organization or individual. This form needs to be completed by a representative of the organization or by the individual DPCA member.
  
3. Have a completed DPCA Rescue Code of Ethics on file with the DPCA Rescue Committee.

This form must be signed by a DPCA member in good standing, and must be submitted via US mail since original 'wet' signatures are required.

The rescue group member who signs the CoE for the rescue group shall also sign the quarterly expense reimbursement forms for that group.

The CoE only has to be submitted once unless the signatory changes. To ensure that the information on file is correct, the Rescue Committee, at its discretion, may require that all groups resubmit CoE's at periodic intervals.