INSTRUCTIONS FOR COMPLETING THE EDA CORRECTION FORM

Please refer to the EDA Eligible Debt Service Reports posted on the TEA School Finance website at

http://www.tea.state.tx.us/school.finance/funding/sofweb7.html#eda

when completing this form. If your district needs to make corrections to the information contained in the EDA Eligible Debt Service Report, this **completed form <u>must</u>** be submitted along with the **<u>required supporting documents</u>** to the State Funding Division by fax or mail (see below).

Adjustments to state assistance must be requested no later than three years following the close of the school year for which the adjustment is sought.

The EDA Correction Form and the supporting documentation must be submitted to make corrections effective. Corrections will not be made until all documents are received. Documents that describe debt service schedules for refunded debt must be obtained from the final official statement (FOS) or the final bond order (for private placements). Schedules generated independently of the FOS will not be accepted (see TAC §61.1035(a)(1)).

1. Submit one correction form for each bond series.
2. Supporting documentation includes copies of the following pages from the FOS or official bond order and must accompany the EDA Correction Form.
    a. First page of the FOS or bond order—this document must indicate the series name, the issuance amount, and the sales amount.
    b. Debt service schedule—this schedule must be the debt service schedule found in the FOS.
    c. If corrections involve refunded bonds:
        (1) From the FOS of series that refunded bonds:
            (a) First page of the FOS
            (b) Schedule of refunded bonds
            (c) Debt service schedule
        (2) From the original FOS of the bonds that were refunded:
            (a) First page of the FOS
            (b) Debt service schedule
            (c) If bonds were refunded previously, call (512) 463-9238.

Submit corrections to:
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701-1494
Fax: (512) 305-9165

Questions? Call (512) 463-9238 and ask for Sam Lester.