



## AUDIT EXEMPTION LETTER

(Required for PROVIDERS claiming exemption from audit submission requirements)

The purpose of this letter is to identify exceptions in PROVIDER submission of a Single Audit and/or Financial Statement Audit to the PIHP. Please complete the following information and sign after the statement below.

The form is due to the PIHP within six (6) months after the end of the PROVIDER's fiscal year.

### PROVIDER Information

Name:

Address:

Federal ID Number:

Fiscal Year Ended (month/date/year):

Contact Person (Name, Title, Phone #):

### Single Audit Exemption:

I certify that the PROVIDER listed above expended less than \$750,000 in federal awards from all funding sources during the above mentioned fiscal year.

### Financial Statement Audit Exemption:

I certify that the PROVIDER listed above received less than \$250,000 from the PIHP during the fiscal year; and

I certify that the Financial Statements included with the submission of this exemption form are the most recent financial statements provided to the organizations owners/board of directors and portray an accurate representation of the financial condition of the organization.

Based on the preceding, we are not required to submit a Single Audit and/or Financial Statement Audit to the PIHP.

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Signature

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Print Name/Title  
(Financial Director or Designee)

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Date



## AUDIT EXEMPTION LETTER

FOR OFFICE USE ONLY

FORM SHOULD BE SENT TO CONTRACT DEPARTMENT

- Contract Department Initial Receipt
- Contract Department Sent to \_\_\_\_\_ (Department)
- Contract Review by \_\_\_\_\_ (Staff)
- Return to Contract Department
- Contract Department Final Receipt (for processing)