



See a Social Security Number? Say Something!  
Report Privacy Problems to <https://public.resource.org/privacy>  
Or call the IRS Identity Theft Hotline at 1-800-908-4490



# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

**2010**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

**A** For the 2010 calendar year, or tax year beginning **2010**, and ending **2010**

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization **National Institute for Automotive Service Excellence**  
 Doing Business As **ASE**  
 Number and street (or P O box if mail is not delivered to street address) Room/suite  
**101 Blue Seal Drive, S.E. 101**  
 City or town, state or country, and ZIP + 4  
**Leesburg, VA 20175**

**D** Employer identification number **52-0954597**

**E** Telephone number **703-669-6600**

**F** Name and address of principal officer **Timothy A. Zilke**  
**Same As Above**

**G** Gross receipts \$ **25,989,213**

**H(a)** Is this a group return for affiliates?  Yes  No  
**H(b)** Are all affiliates included?  Yes  No  
 If "No," attach a list (see instructions)

**I** Tax-exempt status  501(c)(3)  501(c) ( **6** ) ◀ (insert no)  4947(a)(1) or  527

**J** Website: ▶ **www.ase.com**

**H(c)** Group exemption number ▶ **N/A**

**K** Form of organization  Corporation  Trust  Association  Other ▶

**L** Year of formation: **1972**

**M** State of legal domicile: **DC**

**Part I Summary**

|                             |            |  |  |                   |
|-----------------------------|------------|--|--|-------------------|
| Activities & Governance     | <b>1</b>   | Briefly describe the organization's mission or most significant activities:<br><b>ASE's mission is to improve the quality of vehicle repair and service through the testing and certification of repair and service professionals.</b> |  |                   |
|                             | <b>2</b>   | Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.  |  |                   |
|                             | <b>3</b>   | Number of voting members of the governing body (Part VI, line 1a)  | <b>3</b>   | <b>10</b>         |
|                             | <b>4</b>   | Number of independent voting members of the governing body (Part VI, line 1b)  | <b>4</b>   | <b>10</b>         |
|                             | <b>5</b>   | Total number of individuals employed in calendar year 2010 (Part V, line 2a)   | <b>5</b>   | <b>45</b>         |
|                             | <b>6</b>   | Total number of volunteers (estimate if necessary)   | <b>6</b>   | <b>0</b>          |
|                             |            | <b>7a</b>  | Total unrelated business revenue from Part VIII, column (C), line 12 | <b>7a</b>         |
| <b>b</b>                    |            | Net unrelated business taxable income from Form 990-T, line 34   | <b>7b</b>  | <b>0</b>          |
| Revenue                     | <b>8</b>   | Contributions and grants (Part VIII, line 1h)  |  |                   |
|                             | <b>9</b>   | Program service revenue (Part VIII, line 2g)   | <b>19,753,116</b>  | <b>20,424,445</b> |
|                             | <b>10</b>  | Investment income (Part VIII, column (A), lines 3, 4, and 7d)  | <b>(6,546)</b>   | <b>902,182</b>    |
|                             | <b>11</b>  | Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)   | <b>51,131</b>  | <b>103,916</b>    |
|                             | <b>12</b>  | Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)   | <b>19,797,701</b>  | <b>21,430,543</b> |
| Expenses                    | <b>13</b>  | Grants and similar amounts paid (Part IX, column (A), lines 1–3)   | <b>198,017</b>   | <b>198,011</b>    |
|                             | <b>14</b>  | Benefits paid to or for members (Part IX, column (A), line 4)  |  |                   |
|                             | <b>15</b>  | Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)  | <b>4,651,014</b>   | <b>4,426,293</b>  |
|                             | <b>16a</b> | Professional fundraising fees (Part IX, column (A), line 11e)  |  |                   |
|                             | <b>b</b>   | Total fundraising expenses (Part IX, column (D), line 25) ▶  |  |                   |
|                             | <b>17</b>  | Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)   | <b>14,980,854</b>  | <b>15,648,770</b> |
|                             | <b>18</b>  | Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)  | <b>19,829,885</b>  | <b>20,273,074</b> |
| Net Assets or Fund Balances | <b>19</b>  | Revenue less expenses. Subtract line 18 from line 12   | <b>(32,184)</b>  | <b>1,157,469</b>  |
|                             | <b>20</b>  | Total assets (Part X, line 16)   | <b>24,192,084</b>  | <b>26,110,713</b> |
|                             | <b>21</b>  | Total liabilities (Part X, line 26)  | <b>1,060,091</b>   | <b>1,463,558</b>  |
|                             | <b>22</b>  | Net assets or fund balances. Subtract line 21 from line 20   | <b>23,131,993</b>  | <b>24,647,155</b> |

**Part II Signature Block**

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, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: *Timothy Zilke* Date: **4-15-11**

Timothy A. Zilke, President & CEO

**Paid Preparer Use Only**

Print/Type preparer's name: **Charles F. Helmetz, CPA** Preparer's signature: *Charles F. Helmetz, CPA* Date: **4/17/11** Check  if self-employed PTIN: **P00118452**

Firm's name: **THOMPSON, GREENSPON & CO., CPAs (P.C.)** Firm's EIN ▶  
 Firm's address ▶ **54-1029635 FAIRFAX, VIRGINIA 22030** Phone no

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

ENVELOPE POSTMARK DATE MAY 11 2011

SCANNED JUN 01 2011

24 me

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response to any question in this Part III

**1** Briefly describe the organization's mission:  
ASE's mission is to improve the quality of vehicle repair and service through the testing and certification of repair and service professionals.

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No  
If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No  
If "Yes," describe these changes on Schedule O.

**4** Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ N/A including grants of \$ N/A ) (Revenue \$ N/A )  
Voluntary testing and certification of automotive technicians during 2010 about 201,682 technicians nationwide registered for more than 517,257 specialty service areas

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4d** Other program services. (Describe in Schedule O.)  
(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses ► N/A

**Part IV Checklist of Required Schedules**

|      |  | Yes | No  |
|------|--|-----|-----|
| 1    | Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A . . . . .</i>   |     | ✓   |
| 2    | Is the organization required to complete Schedule B, Schedule of Contributors? (see instructions) . . . . .  |     | ✓   |
| 3    | Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I . . . . .</i>  |     | ✓   |
| 4    | <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II . . . . .</i>   |     | N/A |
| 5    | Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III . . . . .</i>                         |     | ✓   |
| 6    | Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I . . . . .</i>  |     | ✓   |
| 7    | Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II . . . . .</i>                                      |     | ✓   |
| 8    | Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III . . . . .</i>   |     | ✓   |
| 9    | Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV . . . . .</i> |     | ✓   |
| 10   | Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V . . . . .</i>  |     | ✓   |
| 11   | If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.  |     |     |
| a    | Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI . . . . .</i>   | ✓   |     |
| b    | Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII . . . . .</i>   |     | ✓   |
| c    | Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII . . . . .</i>   |     | ✓   |
| d    | Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX . . . . .</i>  |     | ✓   |
| e    | Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X . . . . .</i>   | ✓   |     |
| f    | Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X . . . . .</i>      |     | ✓   |
| 12 a | Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI, XII, and XIII . . . . .</i>   | ✓   |     |
| b    | Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional . . . . .</i>              |     | ✓   |
| 13   | Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E . . . . .</i>   |     | ✓   |
| 14 a | Did the organization maintain an office, employees, or agents outside of the United States? . . . . .  |     | ✓   |
| b    | Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? <i>If "Yes," complete Schedule F, Parts I and IV . . . . .</i>                     |     | ✓   |
| 15   | Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? <i>If "Yes," complete Schedule F, Parts II and IV . . . . .</i>                               |     | ✓   |
| 16   | Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? <i>If "Yes," complete Schedule F, Parts III and IV . . . . .</i>                                   |     | ✓   |
| 17   | Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I (see instructions) . . . . .</i>                                       |     | ✓   |
| 18   | Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II . . . . .</i>  |     | ✓   |
| 19   | Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III . . . . .</i>  |     | ✓   |
| 20 a | Did the organization operate one or more hospitals? <i>If "Yes," complete Schedule H . . . . .</i>   |     | ✓   |
| b    | If "Yes" to line 20a, did the organization attach its audited financial statements to this return? <b>Note.</b> Some Form 990 filers that operate one or more hospitals must attach audited financial statements (see instructions)                                  |     | ✓   |

**Part IV Checklist of Required Schedules (continued)**

|   | Yes | No  |
|---|-----|-----|
| <b>21</b> Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II . . . . .</i>   | ✓   |     |
| <b>22</b> Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III . . . . .</i>  |     | ✓   |
| <b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J . . . . .</i>                                   | ✓   |     |
| <b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25 . . . . .</i>         |     | ✓   |
| <b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .  |     |     |
| <b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .   |     |     |
| <b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? . . . . .  |     |     |
| <b>25a Section 501(c)(3) and 501(c)(4) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I . . . . .</i>   |     | N/A |
| <b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I . . . . .</i>                     |     | N/A |
| <b>26</b> Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? <i>If "Yes," complete Schedule L, Part II . . . . .</i>   |     | ✓   |
| <b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? <i>If "Yes," complete Schedule L, Part III . . . . .</i>                         |     | ✓   |
| <b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):   |     |     |
| <b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>   |     | ✓   |
| <b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>  |     | ✓   |
| <b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>  |     | ✓   |
| <b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M . . . . .</i>   |     | ✓   |
| <b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M . . . . .</i>   |     | ✓   |
| <b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I . . . . .</i>   |     | ✓   |
| <b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II . . . . .</i>   |     | ✓   |
| <b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I . . . . .</i>   |     | ✓   |
| <b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1 . . . . .</i>  | ✓   |     |
| <b>35</b> Is any related organization a controlled entity within the meaning of section 512(b)(13)? . . . . .   | ✓   |     |
| <b>a</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2 . . . . .</i> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> |     |     |
| <b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2 . . . . .</i>   |     | N/A |
| <b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI . . . . .</i>  |     | ✓   |
| <b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O . . . . .  | ✓   |     |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response to any question in this Part V

|            |  | Yes          | No  |
|------------|--|--------------|-----|
| <b>1a</b>  | Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable . . . . .   | <b>1a</b> 71 |     |
| <b>b</b>   | Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable . . . . .  | <b>1b</b> 0  |     |
| <b>c</b>   | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .   | <b>1c</b>    | N/A |
| <b>2a</b>  | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return  | <b>2a</b> 49 |     |
| <b>b</b>   | If at least one is reported on line 2a, did the organization file all required federal employment tax returns?<br><b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. (see instructions)  | <b>2b</b> ✓  |     |
| <b>3a</b>  | Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . .  | <b>3a</b>    | ✓   |
| <b>b</b>   | If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O . . . . .   | <b>3b</b>    | N/A |
| <b>4a</b>  | At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? . . . . .                                   | <b>4a</b>    | ✓   |
| <b>b</b>   | If "Yes," enter the name of the foreign country: ▶ _____<br>See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.   |              |     |
| <b>5a</b>  | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . .  | <b>5a</b>    | ✓   |
| <b>b</b>   | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?   | <b>5b</b>    | ✓   |
| <b>c</b>   | If "Yes" to line 5a or 5b, did the organization file Form 8886-T? . . . . .  | <b>5c</b>    |     |
| <b>6a</b>  | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible? . . . . .  | <b>6a</b>    | ✓   |
| <b>b</b>   | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .  | <b>6b</b>    | N/A |
| <b>7</b>   | <b>Organizations that may receive deductible contributions under section 170(c).</b>   |              |     |
| <b>a</b>   | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? . . . . .  | <b>7a</b>    | N/A |
| <b>b</b>   | If "Yes," did the organization notify the donor of the value of the goods or services provided? . . . . .  | <b>7b</b>    | N/A |
| <b>c</b>   | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? . . . . .   | <b>7c</b>    | N/A |
| <b>d</b>   | If "Yes," indicate the number of Forms 8282 filed during the year . . . . .  | <b>7d</b>    |     |
| <b>e</b>   | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?  | <b>7e</b>    | N/A |
| <b>f</b>   | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . .   | <b>7f</b>    | N/A |
| <b>g</b>   | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?   | <b>7g</b>    | N/A |
| <b>h</b>   | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?   | <b>7h</b>    | N/A |
| <b>8</b>   | <b>Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.</b> Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year? . . . . . | <b>8</b>     |     |
| <b>9</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b>   |              |     |
| <b>a</b>   | Did the organization make any taxable distributions under section 4966? . . . . .  | <b>9a</b>    |     |
| <b>b</b>   | Did the organization make a distribution to a donor, donor advisor, or related person? . . . . .   | <b>9b</b>    |     |
| <b>10</b>  | <b>Section 501(c)(7) organizations.</b> Enter:   |              |     |
| <b>a</b>   | Initiation fees and capital contributions included on Part VIII, line 12 . . . . .   | <b>10a</b>   |     |
| <b>b</b>   | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . . . . .  | <b>10b</b>   |     |
| <b>11</b>  | <b>Section 501(c)(12) organizations.</b> Enter:  |              |     |
| <b>a</b>   | Gross income from members or shareholders . . . . .  | <b>11a</b>   |     |
| <b>b</b>   | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) . . . . .   | <b>11b</b>   |     |
| <b>12a</b> | <b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? . . . . .  | <b>12a</b>   | N/A |
| <b>b</b>   | If "Yes," enter the amount of tax-exempt interest received or accrued during the year . . . . .  | <b>12b</b>   |     |
| <b>13</b>  | <b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>  |              |     |
| <b>a</b>   | Is the organization licensed to issue qualified health plans in more than one state? . . . . .<br><b>Note.</b> See the instructions for additional information the organization must report on Schedule O.   | <b>13a</b>   | N/A |
| <b>b</b>   | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans . . . . .  | <b>13b</b>   |     |
| <b>c</b>   | Enter the amount of reserves on hand . . . . .   | <b>13c</b>   |     |
| <b>14a</b> | Did the organization receive any payments for indoor tanning services during the tax year? . . . . .   | <b>14a</b>   | N/A |
| <b>b</b>   | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . . . .  | <b>14b</b>   | N/A |

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.  
 Check if Schedule O contains a response to any question in this Part VI

**Section A. Governing Body and Management**

|    |   | Yes | No |
|----|---|-----|----|
| 1a | Enter the number of voting members of the governing body at the end of the tax year . . . . .   | 10  |    |
| b  | Enter the number of voting members included in line 1a, above, who are independent . . . . .  | 10  |    |
| 2  | Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .   |     | ✓  |
| 3  | Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person? . . . . . |     | ✓  |
| 4  | Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .  |     | ✓  |
| 5  | Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .  |     | ✓  |
| 6  | Does the organization have members or stockholders? . . . . .   |     | ✓  |
| 7a | Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? . . . . .   |     | ✓  |
| b  | Are any decisions of the governing body subject to approval by members, stockholders, or other persons? . . . . .   |     | ✓  |
| 8  | Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:   |     |    |
| a  | The governing body? . . . . .   | ✓   |    |
| b  | Each committee with authority to act on behalf of the governing body? . . . . .   | ✓   |    |
| 9  | Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O . . . . .        |     | ✓  |

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

|     |  | Yes | No  |
|-----|--|-----|-----|
| 10a | Does the organization have local chapters, branches, or affiliates? . . . . .  |     | ✓   |
| b   | If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization? . . . . .   |     | N/A |
| 11a | Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form? . . . . .   |     | ✓   |
| b   | Describe in Schedule O the process, if any, used by the organization to review this Form 990. . . . .  |     |     |
| 12a | Does the organization have a written conflict of interest policy? If "No," go to line 13 . . . . .   | ✓   |     |
| b   | Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .  | ✓   |     |
| c   | Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done . . . . .   | ✓   |     |
| 13  | Does the organization have a written whistleblower policy? . . . . .   |     | ✓   |
| 14  | Does the organization have a written document retention and destruction policy? . . . . .  | ✓   |     |
| 15  | Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?   |     |     |
| a   | The organization's CEO, Executive Director, or top management official . . . . .   | ✓   |     |
| b   | Other officers or key employees of the organization . . . . .  | ✓   |     |
|     | If "Yes" to line 15a or 15b, describe the process in Schedule O. (See instructions.) . . . . .   |     |     |
| 16a | Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .  |     | ✓   |
| b   | If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . |     | N/A |

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed ► N/A
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.  
 Own website     Another's website     Upon request
- 19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.
- 20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ► THE CORPORATION  
 101 Blue Seal Dr., S E , STE #101, Leesburg, VA 20175, Phone #703-669-6600

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response to any question in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and Title                          | (B)<br>Average hours per week (describe hours for related organizations in Schedule O) | (C)<br>Position (check all that apply) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--|--|--|-----------------------|---------|--------------|------------------------------|--------|--|---|---|
|  |  | Individual trustee or director         | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |  |   |   |
| (1) John Pfennig, Chair                        | 1 Hr   | ✓                                      |                       | ✓       |              |                              |        | 0  | 0   | 0   |
| (2) Mike Phillips, Vice Chair                  | 1 Hr   | ✓                                      |                       | ✓       |              |                              |        | 0  | 0   | 0   |
| (3) Rob Barto, Treasurer                       | 1 Hr   | ✓                                      |                       | ✓       |              |                              |        | 0  | 0   | 0   |
| (4) Glenn Dahl, Secretary                      | 1 Hr   | ✓                                      |                       | ✓       |              |                              |        | 0  | 0   | 0   |
| (5) Al Duebber                                 | 1 Hr   | ✓                                      |                       |         |              |                              |        | 0  | 0   | 0   |
| (6) Stan Elmore                                | 1 Hr   | ✓                                      |                       |         |              |                              |        | 0  | 0   | 0   |
| (7) Ted Hayes                                  | 1 Hr   | ✓                                      |                       |         |              |                              |        | 0  | 0   | 0   |
| (8) Steve Loudon                               | 1 Hr   | ✓                                      |                       |         |              |                              |        | 0  | 0   | 0   |
| (9) Tom Ward                                   | 1 Hr   | ✓                                      |                       |         |              |                              |        | 0  | 0   | 0   |
| (10) Timothy A. Zilke, President & CEO         | 40 Hrs   | ✓                                      |                       | ✓       |              |                              |        | 395,964  |   | 92,847  |
| (11) Patricia Serratore, Senior Vice President | 40 Hrs   |  |                       |         |              | ✓                            |        | 210,137  |   | 60,031  |
| (12) Charles Kunce, Vice President             | 40 Hrs   |  |                       |         |              | ✓                            |        | 188,296  |   | 49,022  |
| (13) Michael Coley, Vice President             | 40 Hrs   |  |                       |         |              | ✓                            |        | 167,729  |   | 52,634  |
| (14) Anthony Molla, Vice President             | 40 Hrs   |  |                       |         |              | ✓                            |        | 151,124  |   | 47,697  |
| (15) William Kersten, President - NATEF        | 40 Hrs   |  |                       |         |              | ✓                            |        | 78,050   | 112,471   | 55,755  |
| (16)   |  |  |                       |         |              |                              |        |  |   |   |

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

| (A)<br>Name and title  | (B)<br>Average hours per week (describe hours for related organizations in Schedule O) | (C)<br>Position (check all that apply) |                       |         |              |                              |           | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|--|--|--|-----------------------|---------|--------------|------------------------------|-----------|--|---|---|
|  |  | Individual trustee or director         | Institutional trustee | Officer | Key employee | Highest compensated employee | Former    |  |   |   |
| (17)   |  |  |                       |         |              |                              |           |  |   |   |
| (18)   |  |  |                       |         |              |                              |           |  |   |   |
| (19)   |  |  |                       |         |              |                              |           |  |   |   |
| (20)   |  |  |                       |         |              |                              |           |  |   |   |
| (21)   |  |  |                       |         |              |                              |           |  |   |   |
| (22)   |  |  |                       |         |              |                              |           |  |   |   |
| (23)   |  |  |                       |         |              |                              |           |  |   |   |
| (24)   |  |  |                       |         |              |                              |           |  |   |   |
| (25)   |  |  |                       |         |              |                              |           |  |   |   |
| (26)   |  |  |                       |         |              |                              |           |  |   |   |
| (27)   |  |  |                       |         |              |                              |           |  |   |   |
| (28)   |  |  |                       |         |              |                              |           |  |   |   |
| <b>1b Sub-total</b>  |  |  |                       |         |              |                              |           |  |   |   |
| <b>c Total from continuation sheets to Part VII, Section A</b> |  |  |                       |         |              |                              | 1,191,300 | 112,471  | 357,986   |   |
| <b>d Total (add lines 1b and 1c)</b>                           |  |  |                       |         |              |                              | 1,191,300 | 112,471  | 357,986   |   |

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization **11**

|   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 3 Did the organization list any <b>former</b> officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization.

| (A)<br>Name and business address                | (B)<br>Description of services | (C)<br>Compensation |
|---|--------------------------------|---------------------|
| ACT, Inc., 500 ACT Dr, IOWA CITY, IA 52243      | Testing Services               | 11,432,373          |
| Janet Bowker, 112 Newport Cay, Naples, FL 34114 | Testing Services               | 144,000             |
| Cobalt, 10 Prince Street, Alexandria, VA 22314  | Software Development           | 383,288             |

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization **3**

**Part VIII Statement of Revenue**

|  |   |  | (A)<br>Total revenue | (B)<br>Related or<br>exempt<br>function<br>revenue | (C)<br>Unrelated<br>business<br>revenue | (D)<br>Revenue<br>excluded from tax<br>under sections<br>512, 513, or 514 |  |
|--|---|--|----------------------|--|---|---|--|
| <b>Contributions, gifts, grants<br/>and other similar amounts</b>                | <b>1a</b> Federated campaigns . . . . .   | <b>1a</b>  |                      |  |   |   |  |
|  | <b>b</b> Membership dues . . . . .  | <b>1b</b>  |                      |  |   |   |  |
|  | <b>c</b> Fundraising events . . . . .   | <b>1c</b>  |                      |  |   |   |  |
|  | <b>d</b> Related organizations . . . . .  | <b>1d</b>  |                      |  |   |   |  |
|  | <b>e</b> Government grants (contributions)  | <b>1e</b>  |                      |  |   |   |  |
|  | <b>f</b> All other contributions, gifts, grants,<br>and similar amounts not included above  | <b>1f</b>  |                      |  |   |   |  |
|  | <b>g</b> Noncash contributions included in lines 1a-1f. \$  |  |                      |  |   |   |  |
|  | <b>h</b> <b>Total.</b> Add lines 1a-1f . . . . . ▶  |  |                      |  |   |   |  |
| <b>Program Service Revenue</b>   |   |  | <b>Business Code</b> |  |   |   |  |
|  | <b>2a</b> EXAMINATIONS  |  | 611430               | 20,260,015   | 20,260,015                              |   |  |
|  | <b>b</b> SPECIAL JOBS   |  | 541900               | 164,430  | 164,430                                 |   |  |
|  | <b>c</b> . . . . .  |  |                      |  |   |   |  |
|  | <b>d</b> . . . . .  |  |                      |  |   |   |  |
|  | <b>e</b> . . . . .  |  |                      |  |   |   |  |
|  | <b>f</b> All other program service revenue .  |  |                      |  |   |   |  |
|  | <b>g</b> <b>Total.</b> Add lines 2a-2f . . . . . ▶  |  |                      | 20,424,445   |   |   |  |
| <b>Other Revenue</b>   | <b>3</b> Investment income (including dividends, interest,<br>and other similar amounts) . . . . . ▶  |  | 612,366              |  |   | 612,366   |  |
|  | <b>4</b> Income from investment of tax-exempt bond proceeds ▶   |  |                      |  |   |   |  |
|  | <b>5</b> Royalties . . . . . ▶  |  |                      |  |   |   |  |
|  | <b>6a</b> Gross Rents . . . . .   | (i) Real   | 114,760              |  |   |   |  |
|  |   | (ii) Personal  |                      |  |   |   |  |
|  |   | <b>b</b> Less: rental expenses . . . . .                           | 80,331               |  |   |   |  |
|  | <b>c</b> Rental income or (loss) . . . . .  | 34,429   |                      |  |   |   |  |
|  | <b>d</b> Net rental income or (loss) . . . . . ▶  |  | 34,429               |  |   | 34,429  |  |
|  | <b>7a</b> Gross amount from sales of<br>assets other than inventory   | (i) Securities   | 4,582,658            |  |   |   |  |
|  |   | (ii) Other   |                      |  |   |   |  |
|  |   | <b>b</b> Less: cost or other basis<br>and sales expenses . . . . . | 4,292,842            |  |   |   |  |
|  |   | <b>c</b> Gain or (loss) . . . . .                                  | 289,816              |  |   |   |  |
|  | <b>d</b> Net gain or (loss) . . . . . ▶   |  | 289,816              |  |   | 289,816   |  |
|  | <b>8a</b> Gross income from fundraising<br>events (not including \$<br>of contributions reported on line 1c).<br>See Part IV, line 18 . . . . . | <b>a</b>   |                      |  |   |   |  |
|  |   | <b>b</b> Less: direct expenses . . . . .                           | <b>b</b>             |  |   |   |  |
| <b>c</b> Net income or (loss) from fundraising events . ▶                        |   |  |                      |  |   |   |  |
| <b>9a</b> Gross income from gaming activities.<br>See Part IV, line 19 . . . . . | <b>a</b>  |  |                      |  |   |   |  |
|  | <b>b</b> Less: direct expenses . . . . .  | <b>b</b>   |                      |  |   |   |  |
|  | <b>c</b> Net income or (loss) from gaming activities . . ▶  |  |                      |  |   |   |  |
| <b>10a</b> Gross sales of inventory, less<br>returns and allowances . . . . .    | <b>a</b>  | 254,984  |                      |  |   |   |  |
|  | <b>b</b> Less: cost of goods sold . . . . .   | <b>b</b>   | 185,497              |  |   |   |  |
|  | <b>c</b> Net income or (loss) from sales of inventory . . ▶   |  | 69,487               | 69,487   |   |   |  |
| <b>Miscellaneous Revenue</b>   |   | <b>Business Code</b>   |                      |  |   |   |  |
| <b>11a</b> . . . . .   |   |  |                      |  |   |   |  |
| <b>b</b> . . . . .   |   |  |                      |  |   |   |  |
| <b>c</b> . . . . .   |   |  |                      |  |   |   |  |
| <b>d</b> All other revenue . . . . .   |   |  |                      |  |   |   |  |
| <b>e</b> <b>Total.</b> Add lines 11a-11d . . . . . ▶                             |   |  |                      |  |   |   |  |
| <b>12</b> <b>Total revenue.</b> See instructions. . . . . ▶                      |   |  | 21,430,543           | 20,493,932   |   | 936,611   |  |

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.  
 All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

| <b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>  | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|--|-----------------------|---------------------------------|--|-----------------------------|
| <b>1</b> Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21 . . . . .   | 198,011               |                                 |  |                             |
| <b>2</b> Grants and other assistance to individuals in the U.S. See Part IV, line 22 . . . . .   |                       |                                 |  |                             |
| <b>3</b> Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16 . . . . .  |                       |                                 |  |                             |
| <b>4</b> Benefits paid to or for members . . . . .   |                       |                                 |  |                             |
| <b>5</b> Compensation of current officers, directors, trustees, and key employees . . . . .  | 1,512,564             |                                 |  |                             |
| <b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .   |                       |                                 |  |                             |
| <b>7</b> Other salaries and wages . . . . .  | 2,206,293             |                                 |  |                             |
| <b>8</b> Pension plan contributions (include section 401(k) and section 403(b) employer contributions) . . . . .   | 336,295               |                                 |  |                             |
| <b>9</b> Other employee benefits . . . . .   | 202,676               |                                 |  |                             |
| <b>10</b> Payroll taxes . . . . .  | 168,465               |                                 |  |                             |
| <b>11</b> Fees for services (non-employees):   |                       |                                 |  |                             |
| <b>a</b> Management . . . . .  | 11,576,373            |                                 |  |                             |
| <b>b</b> Legal . . . . .   | 102,000               |                                 |  |                             |
| <b>c</b> Accounting . . . . .  | 44,710                |                                 |  |                             |
| <b>d</b> Lobbying . . . . .  |                       |                                 |  |                             |
| <b>e</b> Professional fundraising services. See Part IV, line 17   |                       |                                 |  |                             |
| <b>f</b> Investment management fees . . . . .  | 43,531                |                                 |  |                             |
| <b>g</b> Other . . . . .   | 835,623               |                                 |  |                             |
| <b>12</b> Advertising and promotion . . . . .  | 749,567               |                                 |  |                             |
| <b>13</b> Office expenses . . . . .  | 828,415               |                                 |  |                             |
| <b>14</b> Information technology . . . . .   | 212,536               |                                 |  |                             |
| <b>15</b> Royalties . . . . .  |                       |                                 |  |                             |
| <b>16</b> Occupancy . . . . .  | 256,003               |                                 |  |                             |
| <b>17</b> Travel . . . . .   | 156,109               |                                 |  |                             |
| <b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials   |                       |                                 |  |                             |
| <b>19</b> Conferences, conventions, and meetings . . . . .   | 193,533               |                                 |  |                             |
| <b>20</b> Interest . . . . .   |                       |                                 |  |                             |
| <b>21</b> Payments to affiliates . . . . .   |                       |                                 |  |                             |
| <b>22</b> Depreciation, depletion, and amortization . . . . .  | 282,675               |                                 |  |                             |
| <b>23</b> Insurance . . . . .  | 38,960                |                                 |  |                             |
| <b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24f. If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O.)  |                       |                                 |  |                             |
| <b>a</b> Test Development & Update Workshops   | 157,130               |                                 |  |                             |
| <b>b</b> Land Held for Investment-Real Estate  | 89,974                |                                 |  |                             |
| <b>c</b> Activities Technician & Consumer  | 58,508                |                                 |  |                             |
| <b>d</b> Miscellaneous   | 23,123                |                                 |  |                             |
| <b>e</b> . . . . .   |                       |                                 |  |                             |
| <b>f</b> All other expenses  |                       |                                 |  |                             |
| <b>25</b> Total functional expenses. Add lines 1 through 24f   | 20,273,074            |                                 |  |                             |
| <b>26</b> Joint costs. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720). Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation . . . . . |                       |                                 |  |                             |

**Part X Balance Sheet**

|  |  | (A)                   |            | (B)                  |
|--|--|-----------------------|------------|----------------------|
|  |  | Beginning of year     |            | End of year          |
| <b>Assets</b>  | <b>1</b> Cash—non-interest-bearing . . . . .   | 627                   | <b>1</b>   | 369                  |
|  | <b>2</b> Savings and temporary cash investments . . . . .  | 617,076               | <b>2</b>   | 506,795              |
|  | <b>3</b> Pledges and grants receivable, net . . . . .  |                       | <b>3</b>   |                      |
|  | <b>4</b> Accounts receivable, net . . . . .  | 1,184,576             | <b>4</b>   | 1,524,064            |
|  | <b>5</b> Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L . . . . .   |                       | <b>5</b>   |                      |
|  | <b>6</b> Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) . . . . . |                       | <b>6</b>   |                      |
|  | <b>7</b> Notes and loans receivable, net . . . . .   |                       | <b>7</b>   |                      |
|  | <b>8</b> Inventories for sale or use . . . . .   | 31,077                | <b>8</b>   | 80,114               |
|  | <b>9</b> Prepaid expenses and deferred charges . . . . .   | 176,169               | <b>9</b>   | 119,268              |
|  | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D   | <b>10a</b> 11,007,410 |            |                      |
|  | <b>b</b> Less: accumulated depreciation . . . . .  | <b>10b</b> 2,557,953  | 8,638,508  | <b>10c</b> 8,449,457 |
|  | <b>11</b> Investments—publicly traded securities . . . . .   | 11,892,370            | <b>11</b>  | 13,080,478           |
|  | <b>12</b> Investments—other securities. See Part IV, line 11 . . . . .   | 950,987               | <b>12</b>  | 1,150,514            |
|  | <b>13</b> Investments—program-related. See Part IV, line 11 . . . . .  |                       | <b>13</b>  |                      |
|  | <b>14</b> Intangible assets . . . . .  |                       | <b>14</b>  |                      |
|  | <b>15</b> Other assets. See Part IV, line 11 . . . . .   | 700,694               | <b>15</b>  | 1,199,654            |
| <b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . . | 24,192,084   | <b>16</b>             | 26,110,713 |                      |
| <b>Liabilities</b>   | <b>17</b> Accounts payable and accrued expenses . . . . .  | 456,450               | <b>17</b>  | 770,820              |
|  | <b>18</b> Grants payable . . . . .   |                       | <b>18</b>  |                      |
|  | <b>19</b> Deferred revenue . . . . .   | 276,435               | <b>19</b>  | 316,841              |
|  | <b>20</b> Tax-exempt bond liabilities . . . . .  |                       | <b>20</b>  |                      |
|  | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .  |                       | <b>21</b>  |                      |
|  | <b>22</b> Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L . . . . .   |                       | <b>22</b>  |                      |
|  | <b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .   |                       | <b>23</b>  |                      |
|  | <b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .   |                       | <b>24</b>  |                      |
| <b>25</b> Other liabilities. Complete Part X of Schedule D . . . . .                 | 327,206  | <b>25</b>             | 375,897    |                      |
| <b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 . . . . .                | 1,060,091  | <b>26</b>             | 1,463,558  |                      |
| <b>Net Assets or Fund Balances</b>   | <b>Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>   |                       |            |                      |
|  | <b>27</b> Unrestricted net assets . . . . .  | 23,131,993            | <b>27</b>  | 24,647,155           |
|  | <b>28</b> Temporarily restricted net assets . . . . .  |                       | <b>28</b>  |                      |
|  | <b>29</b> Permanently restricted net assets . . . . .  |                       | <b>29</b>  |                      |
|  | <b>Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.</b>  |                       |            |                      |
|  | <b>30</b> Capital stock or trust principal, or current funds . . . . .   |                       | <b>30</b>  |                      |
|  | <b>31</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .   |                       | <b>31</b>  |                      |
|  | <b>32</b> Retained earnings, endowment, accumulated income, or other funds . . . . .   |                       | <b>32</b>  |                      |
| <b>33</b> <b>Total net assets or fund balances.</b> . . . . .                        | 23,131,993   | <b>33</b>             | 24,647,155 |                      |
| <b>34</b> <b>Total liabilities and net assets/fund balances.</b> . . . . .           | 24,192,084   | <b>34</b>             | 26,110,713 |                      |

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response to any question in this Part XI

|   |  |   |            |
|---|--|---|------------|
| 1 | Total revenue (must equal Part VIII, column (A), line 12)  | 1 | 21,430,543 |
| 2 | Total expenses (must equal Part IX, column (A), line 25)   | 2 | 20,273,074 |
| 3 | Revenue less expenses. Subtract line 2 from line 1   | 3 | 1,157,469  |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))                      | 4 | 23,131,993 |
| 5 | Other changes in net assets or fund balances (explain in Schedule O)   | 5 | 357,693    |
| 6 | Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B)) | 6 | 24,647,155 |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response to any question in this Part XII

- 1 Accounting method used to prepare the Form 990:  Cash  Accrual  Other \_\_\_\_\_  
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a Were the organization's financial statements compiled or reviewed by an independent accountant? . . . . .
- b Were the organization's financial statements audited by an independent accountant? . . . . .
- c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- d If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both:  
 Separate basis  Consolidated basis  Both consolidated and separate basis
- 3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . . . .
- b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits

|    | Yes | No |
|----|-----|----|
| 2a |     | ✓  |
| 2b | ✓   |    |
| 2c | ✓   |    |
| 3a |     | ✓  |
| 3b |     |    |

SCHEDULE D (Form 990)

Supplemental Financial Statements

OMB No 1545-0047

2010

Open to Public Inspection

Department of the Treasury Internal Revenue Service

Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12. Attach to Form 990. See separate instructions.

Name of the organization National Institute for Automotive Service Excellence

Employer identification number 52-0954597

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate contributions to (during year), 3 Aggregate grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year. Sub-rows: a Total number of conservation easements, b Total acreage restricted by conservation easements, c Number of conservation easements on a certified historic structure included in (a), d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

Table with 2 columns: \$. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenues included in Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenues included in Form 990, Part VIII, line 1, b Assets included in Form 990, Part X

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange programs
  - e  Other .....
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIV and complete the following table:
- |                                 | Amount |
|---------------------------------|--------|
| c Beginning balance             | 1c     |
| d Additions during the year     | 1d     |
| e Distributions during the year | 1e     |
| f Ending balance                | 1f     |
- 2a Did the organization include an amount on Form 990, Part X, line 21?  Yes  No
- b If "Yes," explain the arrangement in Part XIV.

**Part V Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

|  | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance                     |                  |                |                    |                      |                     |
| b Contributions                                  |                  |                |                    |                      |                     |
| c Net investment earnings, gains, and losses     |                  |                |                    |                      |                     |
| d Grants or scholarships                         |                  |                |                    |                      |                     |
| e Other expenditures for facilities and programs |                  |                |                    |                      |                     |
| f Administrative expenses                        |                  |                |                    |                      |                     |
| g End of year balance                            |                  |                |                    |                      |                     |

- 2 Provide the estimated percentage of the year end balance held as:
- a Board designated or quasi-endowment ▶ ..... %
  - b Permanent endowment ▶ ..... %
  - c Term endowment ▶ ..... %

- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |                             | Yes    | No |
|-----------------------------|--------|----|
| (i) unrelated organizations | 3a(i)  |    |
| (ii) related organizations  | 3a(ii) |    |
- b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?  Yes  No

- 4 Describe in Part XIV the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.** See Form 990, Part X, line 10.

| Description of investment  | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--|--------------------------------------|---------------------------------|------------------------------|----------------|
| 1a Land  | 4,527,354                            | 1,571,863                       |                              | 6,099,217      |
| b Buildings  |                                      | 2,394,114                       | 724,884                      | 1,669,230      |
| c Leasehold improvements   |                                      | 1,276,214                       | 906,085                      | 370,129        |
| d Equipment  |                                      | 995,595                         | 840,198                      | 155,397        |
| e Other  |                                      | 242,270                         | 86,786                       | 155,484        |
| <b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10(c).) |                                      |                                 |                              | 8,449,457      |

**Part VII Investments—Other Securities.** See Form 990, Part X, line 12.

| (a) Description of security or category<br>(including name of security)     | (b) Book value | (c) Method of valuation<br>Cost or end-of-year market value |
|---|----------------|---|
| (1) Financial derivatives . . . . .   |                |   |
| (2) Closely-held equity interests . . . . .                                 |                |   |
| (3) Other   |                |   |
| (A) -----   |                |   |
| (B) -----   |                |   |
| (C) -----   |                |   |
| (D) -----   |                |   |
| (E) -----   |                |   |
| (F) -----   |                |   |
| (G) -----   |                |   |
| (H) -----   |                |   |
| (I) -----   |                |   |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶ |                |   |

**Part VIII Investments—Program Related.** See Form 990, Part X, line 13.

| (a) Description of investment type  | (b) Book value | (c) Method of valuation<br>Cost or end-of-year market value |
|---|----------------|---|
| (1)   |                |   |
| (2)   |                |   |
| (3)   |                |   |
| (4)   |                |   |
| (5)   |                |   |
| (6)   |                |   |
| (7)   |                |   |
| (8)   |                |   |
| (9)   |                |   |
| (10)  |                |   |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶ |                |   |

**Part IX Other Assets.** See Form 990, Part X, line 15.

| (a) Description   | (b) Book value |
|---|----------------|
| (1)   |                |
| (2)   |                |
| (3)   |                |
| (4)   |                |
| (5)   |                |
| (6)   |                |
| (7)   |                |
| (8)   |                |
| (9)   |                |
| (10)  |                |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶ |                |

**Part X Other Liabilities.** See Form 990, Part X, line 25.

| 1. (a) Description of liability   | (b) Amount |
|---|------------|
| (1) Federal income taxes  |            |
| (2) 457 Plan - Under Section 457 of the IRC                                 | 291,517    |
| (3) Supplemental Executive Retirement Plan                                  | 81,255     |
| (4) Security Deposit - PMP  | 3,125      |
| (5)   |            |
| (6)   |            |
| (7)   |            |
| (8)   |            |
| (9)   |            |
| (10)  |            |
| (11)  |            |
| <b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶ | 375,897    |

2. FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740).

| <b>Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements</b> |  |            |
|---|--|------------|
| 1   | Total revenue (Form 990, Part VIII, column (A), line 12)                                 | 21,430,543 |
| 2   | Total expenses (Form 990, Part IX, column (A), line 25)                                  | 20,273,074 |
| 3   | Excess or (deficit) for the year. Subtract line 2 from line 1                            | 1,157,469  |
| 4   | Net unrealized gains (losses) on investments   | 357,700    |
| 5   | Donated services and use of facilities   |            |
| 6   | Investment expenses  |            |
| 7   | Prior period adjustments   |            |
| 8   | Other (Describe in Part XIV.)  |            |
| 9   | Total adjustments (net). Add lines 4 through 8   | 357,700    |
| 10  | Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9 | 1,515,169  |

| <b>Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return</b> |   |            |
|--|---|------------|
| 1  | Total revenue, gains, and other support per audited financial statements        | 22,054,064 |
| 2  | Amounts included on line 1 but not on Form 990, Part VIII, line 12:             |            |
| a  | Net unrealized gains on investments   | 357,700    |
| b  | Donated services and use of facilities  |            |
| c  | Recoveries of prior year grants   |            |
| d  | Other (Describe in Part XIV.)   | 265,821    |
| e  | Add lines 2a through 2d   | 623,521    |
| 3  | Subtract line 2e from line 1  | 21,430,543 |
| 4  | Amounts included on Form 990, Part VIII, line 12, but not on line 1:            |            |
| a  | Investment expenses not included on Form 990, Part VIII, line 7b                |            |
| b  | Other (Describe in Part XIV.)   |            |
| c  | Add lines 4a and 4b   |            |
| 5  | Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.) | 21,430,543 |

| <b>Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return</b> |  |            |
|---|--|------------|
| 1   | Total expenses and losses per audited financial statements                       | 20,538,895 |
| 2   | Amounts included on line 1 but not on Form 990, Part IX, line 25:                |            |
| a   | Donated services and use of facilities   |            |
| b   | Prior year adjustments   |            |
| c   | Other losses   |            |
| d   | Other (Describe in Part XIV.)  | 265,821    |
| e   | Add lines 2a through 2d  | 265,821    |
| 3   | Subtract line 2e from line 1   | 20,273,074 |
| 4   | Amounts included on Form 990, Part IX, line 25, but not on line 1:               |            |
| a   | Investment expenses not included on Form 990, Part VIII, line 7b                 |            |
| b   | Other (Describe in Part XIV.)  |            |
| c   | Add lines 4a and 4b  |            |
| 5   | Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.) | 20,273,074 |

**Part XIV Supplemental Information**

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Part X - (457 Plan) On December 22, 1992, the Institute established a deferred compensation plan (the 457 Plan) under

Section 457 of the IRC, which complements the Institute's existing benefit plans. The 457 Plan, which is

available to eligible employees, permits participants to defer until future years an amount established by

the Board of Directors, within the limits allowable under Section 457 of the IRC. Deferred

compensation and investments designated for such deferrals are available and taxable to participants or

their beneficiaries only upon termination of employment, retirement, death or an unforeseeable

emergency. Until paid or made available to the participant or beneficiary, all deferred amounts and

investment earnings related to deferred amounts are solely the property and rights of the Institute and

**Part XIV Supplemental Information (continued)**

are subject to the claims of the Institute's general creditors. Participants' rights under the 457 Plan are equal to those of a general creditor of the Institute. The assets of the 457 Plan are held with Northwestern Mutual. The 457 Plan's asset market value was \$291,518 at December 31, 2010.

**Part X - Supplemental Executive Retirement Plan -**

On November 29, 2001, the Institute established a Supplemental Executive Retirement Plan for the benefit of certain members of senior management to provide deferred compensation for them upon retirement. Under the Plan, contributions are made at the discretion of the Executive Committee of the Institute until a participant reaches normal retirement age, currently 65. Until paid or made available to the participant or beneficiary, all deferred amounts and investment earnings related to deferred amounts are solely the property and rights of the Institute and are subject to the claims of the Institute's general creditors. Participants' rights under the Plan are equal to those of a general creditor. The assets of the Plan are held by a trust company. The Plan's asset market value was \$81,255 at December 31, 2010.

**Part X - Security Deposit - \$ 3,125.** On January 1, 2009, the Institute extended a lease for office space to the Property Management People, Inc.(PMP).

**Part XII 2d & Part XIII 2d - Sale of signs, Display Boards, Uniform insignia that provided public consumer awareness'**  
cost of goods sold \$185,497.  
Building Rental Area Expenses \$80,324.

**SCHEDULE I  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**

Complete if the organization answered "Yes" to Form 990, Part IV, line 21 or 22.  
▶ Attach to Form 990.

OMB No. 1545-0047

**2010**

**Open to Public  
Inspection**

Name of the organization

National Institute for Automotive Service Excellence

Employer identification number

52-0954597

**Part I General Information on Grants and Assistance**

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?  Yes  No
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.  Yes  No

**Part II Grants and Other Assistance to Governments and Organizations in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Part II can be duplicated if additional space is needed.**

| 1 (a) Name and address of organization or government           | (b) EIN    | (c) IRC section if applicable | (d) Amount of cash grant | (e) Amount of non-cash assistance | (f) Method of valuation (book, FMV, appraisal, other) | (g) Description of non-cash assistance | (h) Purpose of grant or assistance |
|--|------------|-------------------------------|--------------------------|-----------------------------------|---|--|------------------------------------|
| (1) NATEF<br>101 Blue Seal Dr., SE, STE 101 Leesburg, VA 20175 | 36-2957357 | 501 (C) (3)                   | 198,011                  |                                   |   |  | Educating                          |
| (2)  |            |                               |                          |                                   |   |  |                                    |
| (3)  |            |                               |                          |                                   |   |  |                                    |
| (4)  |            |                               |                          |                                   |   |  |                                    |
| (5)  |            |                               |                          |                                   |   |  |                                    |
| (6)  |            |                               |                          |                                   |   |  |                                    |
| (7)  |            |                               |                          |                                   |   |  |                                    |
| (8)  |            |                               |                          |                                   |   |  |                                    |
| (9)  |            |                               |                          |                                   |   |  |                                    |
| (10)   |            |                               |                          |                                   |   |  |                                    |
| (11)   |            |                               |                          |                                   |   |  |                                    |
| (12)   |            |                               |                          |                                   |   |  |                                    |

**2** Enter total number of section 501(c)(3) and government organizations ▶▶ 1

**3** Enter total number of other organizations ▶▶ 1

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 50055P

Schedule I (Form 990) (2010)



**SCHEDULE J  
(Form 990)**

**Compensation Information**  
 For certain Officers, Directors, Trustees, Key Employees, and Highest  
 Compensated Employees  
 ▶ Complete if the organization answered "Yes" to Form 990,  
 Part IV, line 23.  
 ▶ Attach to Form 990. ▶ See separate instructions.

OMB No. 1545-0047

**2010**

**Open to Public  
Inspection**

Department of the Treasury  
Internal Revenue Service

Name of the organization

National Institute for Automotive Service Excellence

Employer identification number

52-0954597

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed in Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees   |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (e.g., maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain. . . **N/A**

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all officers, directors, trustees, and the CEO/Executive Director, regarding the items checked in line 1a? . . . **N/A**

**3** Indicate which, if any, of the following the organization uses to establish the compensation of the organization's CEO/Executive Director. Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Compensation committee                         | <input checked="" type="checkbox"/> Written employment contract                     |
| <input checked="" type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations                | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed in Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment from the organization or a related organization? **4a**
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? . . . **4b**
- c** Participate in, or receive payment from, an equity-based compensation arrangement? . . . **4c**
- If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3) and 501(c)(4) organizations must complete lines 5–9.**

**5** For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization? . . . **5a**
- b** Any related organization? . . . **5b**
- If "Yes" to line 5a or 5b, describe in Part III.

**6** For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization? . . . **6a**
- b** Any related organization? . . . **6b**
- If "Yes" to line 6a or 6b, describe in Part III.

**7** For persons listed in Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments not described in lines 5 and 6? If "Yes," describe in Part III . . . **7**

**8** Were any amounts reported in Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III . . . **8**

**9** If "Yes" to line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? . . . **9**

|    | Yes | No |
|----|-----|----|
| 1a |     |    |
| 1b |     |    |
| 2  |     |    |
| 3  |     |    |
| 4a |     | ✓  |
| 4b | ✓   |    |
| 4c |     | ✓  |
| 5a |     |    |
| 5b |     |    |
| 6a |     |    |
| 6b |     |    |
| 7  |     |    |
| 8  |     |    |
| 9  |     |    |

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported in Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that are not listed on Form 990, Part VII.

**Note.** The sum of columns (B)(i)-(iii) must equal the applicable column (D) or column (E) amounts on Form 990, Part VII, line 1a.

|    | (A) Name           | (B) Breakdown of W-2 and/or 1099-MISC compensation |                                     |                                     | (C) Retirement and other deferred compensation | (D) Nontaxable benefits | (E) Total of columns (B)(i)-(D) | (F) Compensation reported in prior Form 990 or Form 990-EZ |
|----|--------------------|--|-------------------------------------|-------------------------------------|--|-------------------------|---------------------------------|--|
|    |                    | (i) Base compensation                              | (ii) Bonus & incentive compensation | (iii) Other reportable compensation |  |                         |                                 |  |
| 1  | Timothy Zilke      | (i) 385,729  | 0                                   | 10,235                              | 56,848   | 35,999                  | 488,811                         | 0  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 2  | William Kersten    | (i) 73,295   | 0                                   | 4,755                               | 14,628   | 4,405                   | 97,083                          | 0  |
|    |                    | (ii) 112,471                                       |                                     |                                     | 13,235   | 23,487                  | 149,193                         | 0  |
| 3  | Patricia Serratore | (i) 209,479  | 0                                   | 658                                 | 28,645   | 31,386                  | 270,168                         | 0  |
|    |                    | (ii) 185,976                                       |                                     |                                     | 22,332   | 26,690                  | 237,318                         | 0  |
| 4  | Charles Kunce      | (i) 166,995  | 0                                   | 734                                 | 20,391   | 32,243                  | 220,363                         | 0  |
|    |                    | (ii) 149,091                                       |                                     |                                     | 17,051   | 30,646                  | 198,821                         | 0  |
| 7  | Anthony Molla      | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 8  |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 9  |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 10 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 11 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 12 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 13 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 14 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 15 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |
| 16 |                    | (i)  |                                     |                                     |  |                         |                                 |  |
|    |                    | (ii)   |                                     |                                     |  |                         |                                 |  |

**Part III Supplemental Information**

Complete this part to provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 4c, 5a, 5b, 6a, 6b, 7, and 8. Also complete this part for any additional information.

Part I line 4b- Payments to SERP- Timothy Zilke \$17,026

Part I line 4b- Payments to 457b- Timothy Zilke \$7,386, William Kersten \$5,000, and Patricia Serratore \$3,000

Series of horizontal dashed lines for supplemental information.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

**2010**

**Open to Public  
Inspection**

Name of the organization

National Institute for Automotive Service Excellence

Employer identification number

52-0954597

Part VI - Section B - Line 11b : Executive committee members review the form 990.

Part VI - Section B - Line 12c : The conflict of interest policy covers all directors and is monitored by outside legal counsel.

The outside legal counsel obtains and reviews an annual information questionnaire for each director.

Outside counsel monitors board activities for any potential conflicts of interest and would recommend appropriate actions.

Part VI - Section B - Line 15a : The corporate officers review and approve the CEO compensation based upon periodic third party

compensation analysis.

Part VI - Section B - Line 15b : Periodic third party compensation analysis is obtained for analysis and use in determining key employee

compensation.

Part VI - Section C - Line 19 : Policies available upon request; annual audit available upon request.

Part XI - Line 5: Net unrealized gains on investments.

**SCHEDULE R  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

National Institute for Automotive Service Excellence

Employer identification number  
52-0954597

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" to Form 990, Part IV, line 33, 34, 35, 36, or 37.  
▶ Attach to Form 990. ▶ See separate instructions.

OMB No. 1545-0047

**2010**

**Open to Public  
Inspection**

**Part I Identification of Disregarded Entities** (Complete if the organization answered "Yes" to Form 990, Part IV, line 33.)

| (a)<br>Name, address, and EIN of disregarded entity | (b)<br>Primary activity | (c)<br>Legal domicile (state or foreign country) | (d)<br>Total income | (e)<br>End-of-year assets | (f)<br>Direct controlling entity |
|---|-------------------------|--|---------------------|---------------------------|----------------------------------|
| (1) .....   |                         |  |                     |                           |                                  |
| (2) .....   |                         |  |                     |                           |                                  |
| (3) .....   |                         |  |                     |                           |                                  |
| (4) .....   |                         |  |                     |                           |                                  |
| (5) .....   |                         |  |                     |                           |                                  |
| (6) .....   |                         |  |                     |                           |                                  |

**Part II Identification of Related Tax-Exempt Organizations** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.)

| (a)<br>Name, address, and EIN of related organization   | (b)<br>Primary activity                  | (c)<br>Legal domicile (state or foreign country) | (d)<br>Exempt Code section | (e)<br>Public charity status (if section 501(c)(3)) | (f)<br>Direct controlling entity | (g)<br>Section 512(b)(13) controlled entity? |    |
|---|--|--|----------------------------|---|----------------------------------|--|----|
|   |  |  |                            |   |                                  | Yes  | No |
| (1) National Automotive Technicians Education Foundation, Inc EIN #36-2957357<br>101 Blue Seal Dr., SE, STE 101, Leesburg, VA 20175 | To evaluate technician training programs | IL   | 503 C 3                    | Line 11 - b N/A                                     |                                  |  | ✓  |
| (2) .....   |  |  |                            |   |                                  |  |    |
| (3) .....   |  |  |                            |   |                                  |  |    |
| (4) .....   |  |  |                            |   |                                  |  |    |
| (5) .....   |  |  |                            |   |                                  |  |    |
| (6) .....   |  |  |                            |   |                                  |  |    |
| (7) .....   |  |  |                            |   |                                  |  |    |

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Cat. No. 50135Y

Schedule R (Form 990) 2010

**Part III Identification of Related Organizations Taxable as a Partnership** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.)

| (a)<br>Name, address, and EIN of related organization | (b)<br>Primary activity | (c)<br>Legal domicile (state or foreign country) | (d)<br>Direct controlling entity | (e)<br>Predominant income (related, unrelated, excluded from tax under sections 512-514) | (f)<br>Share of total income | (g)<br>Share of end-of-year assets | (h)<br>Disproportionate allocations? |    | (i)<br>Code V-UBI amount in box 20 of Schedule K-1 (Form 1065) | (j)<br>General or managing partner? |    | (k)<br>Percentage ownership |
|---|-------------------------|--|----------------------------------|--|------------------------------|------------------------------------|--------------------------------------|----|--|-------------------------------------|----|-----------------------------|
|   |                         |  |                                  |  |                              |                                    | Yes                                  | No |  | Yes                                 | No |                             |
| (1) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (2) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (3) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (4) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (5) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (6) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |
| (7) .....   |                         |  |                                  |  |                              |                                    |                                      |    |  |                                     |    |                             |

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.)

| (a)<br>Name, address, and EIN of related organization | (b)<br>Primary activity | (c)<br>Legal domicile (state or foreign country) | (d)<br>Direct controlling entity | (e)<br>Type of entity (C corp, S corp, or trust) | (f)<br>Share of total income | (g)<br>Share of end-of-year assets | (h)<br>Percentage ownership |
|---|-------------------------|--|----------------------------------|--|------------------------------|------------------------------------|-----------------------------|
|   |                         |  |                                  |  |                              |                                    |                             |
| (2) .....   |                         |  |                                  |  |                              |                                    |                             |
| (3) .....   |                         |  |                                  |  |                              |                                    |                             |
| (4) .....   |                         |  |                                  |  |                              |                                    |                             |
| (5) .....   |                         |  |                                  |  |                              |                                    |                             |
| (6) .....   |                         |  |                                  |  |                              |                                    |                             |
| (7) .....   |                         |  |                                  |  |                              |                                    |                             |

**Part V Transactions With Related Organizations** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34, 35, 35a, or 36.)

**Note.** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

|          |   | Yes | No |
|----------|---|-----|----|
| <b>1</b> | During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV? |     |    |
| <b>a</b> | Receipt of (i) interest (ii) annuities (iii) royalties or (iv) rent from a controlled entity . . . . .  | 1a  | ✓  |
| <b>b</b> | Gift, grant, or capital contribution to other organization(s) . . . . .   | 1b  | ✓  |
| <b>c</b> | Gift, grant, or capital contribution from other organization(s) . . . . .   | 1c  | ✓  |
| <b>d</b> | Loans or loan guarantees to or for other organization(s) . . . . .  | 1d  | ✓  |
| <b>e</b> | Loans or loan guarantees by other organization(s) . . . . .   | 1e  | ✓  |
| <b>f</b> | Sale of assets to other organization(s) . . . . .   | 1f  | ✓  |
| <b>g</b> | Purchase of assets from other organization(s) . . . . .   | 1g  | ✓  |
| <b>h</b> | Exchange of assets . . . . .  | 1h  | ✓  |
| <b>i</b> | Lease of facilities, equipment, or other assets to other organization(s) . . . . .  | 1i  | ✓  |
| <b>j</b> | Lease of facilities, equipment, or other assets from other organization(s) . . . . .  | 1j  | ✓  |
| <b>k</b> | Performance of services or membership or fundraising solicitations for other organization(s) . . . . .  | 1k  | ✓  |
| <b>l</b> | Performance of services or membership or fundraising solicitations by other organization(s) . . . . .   | 1l  | ✓  |
| <b>m</b> | Sharing of facilities, equipment, mailing lists, or other assets . . . . .  | 1m  | ✓  |
| <b>n</b> | Sharing of paid employees . . . . .   | 1n  | ✓  |
| <b>o</b> | Reimbursement paid to other organization for expenses . . . . .   | 1o  | ✓  |
| <b>p</b> | Reimbursement paid by other organization for expenses . . . . .   | 1p  | ✓  |
| <b>q</b> | Other transfer of cash or property to other organization(s) . . . . .   | 1q  | ✓  |
| <b>r</b> | Other transfer of cash or property from other organization(s) . . . . .   | 1r  | ✓  |

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

|     | (a)<br>Name of other organization   | (b)<br>Transaction type (a-f) | (c)<br>Amount involved | (d)<br>Method of determining amount involved |
|-----|---|-------------------------------|------------------------|--|
| (1) | National Automotive Technicians Education Foundation, Inc EIN #36-2957357 | 1a                            | 40,920                 |  |
| (2) | National Automotive Technicians Education Foundation, Inc EIN #36-2957357 | 1b                            | 198,011                |  |
| (3) | National Automotive Technicians Education Foundation, Inc EIN #36-2957357 | 1p                            | 401,491                |  |
| (4) |   |                               |                        |  |
| (5) |   |                               |                        |  |
| (6) |   |                               |                        |  |

**Part VI Unrelated Organizations Taxable as a Partnership** (Complete if the organization answered "Yes" to Form 990, Part IV, line 37.)

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

| (1)<br>Name, address, and EIN of entity | (2)<br>Primary activity | (3)<br>Legal domicile (state or foreign country) | (4)<br>Are all partners section 501(c)(3) organizations? |    | (5)<br>Share of end-of-year assets | (6)<br>Disproportionate allocations? |    | (7)<br>Code V--UBI amount in box 20 of Schedule K-1 (Form 1065) | (8)<br>General or managing partner? |    |
|---|-------------------------|--|--|----|------------------------------------|--------------------------------------|----|---|-------------------------------------|----|
|   |                         |  | Yes  | No |                                    | Yes                                  | No |   | Yes                                 | No |
| (1) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (2) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (3) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (4) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (5) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (6) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (7) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (8) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (9) .....                               |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (10) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (11) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (12) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (13) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (14) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (15) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |
| (16) .....                              |                         |  |  |    |                                    |                                      |    |   |                                     |    |



## Depreciation and Amortization (Including Information on Listed Property)

Department of the Treasury  
Internal Revenue Service (99)

▶ See separate instructions.

▶ Attach to your tax return.

|  |   |   |
|--|---|---|
| Name(s) shown on return<br><b>National Institute for Automotive Service Excellence</b> | Business or activity to which this form relates | Identifying number<br><b>52-0954597</b> |
|--|---|---|

**Part I Election To Expense Certain Property Under Section 179**

*Note: If you have any listed property, complete Part V before you complete Part I.*

|   |                              |                  |
|---|------------------------------|------------------|
| 1 Maximum amount (see instructions) . . . . .   | <b>1</b>                     | 250,000          |
| 2 Total cost of section 179 property placed in service (see instructions) . . . . .   | <b>2</b>                     |                  |
| 3 Threshold cost of section 179 property before reduction in limitation (see instructions) . . . . .  | <b>3</b>                     | 800,000          |
| 4 Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0- . . . . .  | <b>4</b>                     | 800,000          |
| 5 Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions . . . . . | <b>5</b>                     | 550,000          |
| <b>6</b>  |                              |                  |
| (a) Description of property   | (b) Cost (business use only) | (c) Elected cost |
|   |                              |                  |
| 7 Listed property. Enter the amount from line 29 . . . . .  | <b>7</b>                     |                  |
| 8 Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7 . . . . .  | <b>8</b>                     |                  |
| 9 Tentative deduction. Enter the smaller of line 5 or line 8 . . . . .  | <b>9</b>                     |                  |
| 10 Carryover of disallowed deduction from line 13 of your 2009 Form 4562 . . . . .  | <b>10</b>                    |                  |
| 11 Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions) . . . . .                     | <b>11</b>                    |                  |
| 12 Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11 . . . . .  | <b>12</b>                    |                  |
| 13 Carryover of disallowed deduction to 2011. Add lines 9 and 10, less line 12 ▶ . . . . .  | <b>13</b>                    |                  |

*Note: Do not use Part II or Part III below for listed property. Instead, use Part V.*

**Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)**

|  |           |         |
|--|-----------|---------|
| 14 Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions) . . . . . | <b>14</b> |         |
| 15 Property subject to section 168(f)(1) election . . . . .  | <b>15</b> |         |
| 16 Other depreciation (including ACRS) . . . . .   | <b>16</b> | 295,312 |

**Part III MACRS Depreciation (Do not include listed property.) (See instructions.)**

**Section A**

|   |           |   |
|---|-----------|---|
| 17 MACRS deductions for assets placed in service in tax years beginning before 2010 . . . . .   | <b>17</b> | 0 |
| 18 If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here . . . . . <input type="checkbox"/> |           |   |

**Section B—Assets Placed in Service During 2010 Tax Year Using the General Depreciation System**

| (a) Classification of property        | (b) Month and year placed in service | (c) Basis for depreciation (business/investment use only—see instructions) | (d) Recovery period | (e) Convention | (f) Method | (g) Depreciation deduction |
|---------------------------------------|--------------------------------------|--|---------------------|----------------|------------|----------------------------|
| <b>19a</b> 3-year property            |                                      | 68,296   | 3                   |                | S/L        | 8,855                      |
| <b>b</b> 5-year property              |                                      | 35,019   | 5                   |                | S/L        | 4,807                      |
| <b>c</b> 7-year property              |                                      |  |                     |                |            |                            |
| <b>d</b> 10-year property             |                                      | 29,489   | 10                  |                | S/L        | 1,412                      |
| <b>e</b> 15-year property             |                                      |  |                     |                |            |                            |
| <b>f</b> 20-year property             |                                      |  |                     |                |            |                            |
| <b>g</b> 25-year property             |                                      |  | 25 yrs              |                | S/L        |                            |
| <b>h</b> Residential rental property  |                                      |  | 27 5 yrs            | MM             | S/L        |                            |
| <b>i</b> Nonresidential real property |                                      |  | 27 5 yrs            | MM             | S/L        |                            |
|                                       |                                      |  | 39 yrs              | MM             | S/L        |                            |
|                                       |                                      |  |                     | MM             | S/L        |                            |

**Section C—Assets Placed in Service During 2010 Tax Year Using the Alternative Depreciation System**

|                       |  |  |        |    |     |  |
|-----------------------|--|--|--------|----|-----|--|
| <b>20a</b> Class life |  |  |        |    | S/L |  |
| <b>b</b> 12-year      |  |  | 12 yrs |    | S/L |  |
| <b>c</b> 40-year      |  |  | 40 yrs | MM | S/L |  |

**Part IV Summary (See instructions.)**

|   |           |         |
|---|-----------|---------|
| 21 Listed property. Enter amount from line 28 . . . . .   | <b>21</b> | 11,074  |
| 22 Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions . . . . . | <b>22</b> | 321,460 |
| 23 For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs . . . . .  | <b>23</b> |         |

**Part V Listed Property** (Include automobiles, certain other vehicles, certain computers, and property used for entertainment, recreation, or amusement.)

**Note:** For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

**Section A—Depreciation and Other Information** (Caution: See the instructions for limits for passenger automobiles.)

**24a** Do you have evidence to support the business/investment use claimed?  Yes  No **24b** If "Yes," is the evidence written?  Yes  No

| (a)<br>Type of property (list vehicles first)  | (b)<br>Date placed in service | (c)<br>Business/investment use percentage | (d)<br>Cost or other basis | (e)<br>Basis for depreciation (business/investment use only) | (f)<br>Recovery period | (g)<br>Method/Convention | (h)<br>Depreciation deduction | (i)<br>Elected section 179 cost |
|--|-------------------------------|---|----------------------------|--|------------------------|--------------------------|-------------------------------|---------------------------------|
| <b>25</b> Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions) . . . . . <b>25</b> |                               |   |                            |  |                        |                          |                               |                                 |
| <b>26</b> Property used more than 50% in a qualified business use:   |                               |   |                            |  |                        |                          |                               |                                 |
| Toyota Van   | 2/2009                        | 100 %                                     | 26,500                     | 26,500   | 5                      | S/L                      | 5,300                         | 0                               |
| Ford Fusion  | 6/2008                        | 100 %                                     | 25,766                     | 25,766   | 4                      | S/L                      | 6,441                         | 0                               |
|  |                               | %   |                            |  |                        |                          |                               |                                 |
| <b>27</b> Property used 50% or less in a qualified business use:   |                               |   |                            |  |                        |                          |                               |                                 |
|  |                               | %   |                            |  |                        | S/L -                    |                               |                                 |
|  |                               | %   |                            |  |                        | S/L -                    |                               |                                 |
|  |                               | %   |                            |  |                        | S/L -                    |                               |                                 |
| <b>28</b> Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1 . . . . . <b>28</b>  |                               |   |                            |  |                        |                          | 11,074                        |                                 |
| <b>29</b> Add amounts in column (i), line 26. Enter here and on line 7, page 1 . . . . . <b>29</b>   |                               |   |                            |  |                        |                          |                               |                                 |

**Section B—Information on Use of Vehicles**

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

|   | (a)<br>Vehicle 1 |    | (b)<br>Vehicle 2 |    | (c)<br>Vehicle 3 |    | (d)<br>Vehicle 4 |    | (e)<br>Vehicle 5 |    | (f)<br>Vehicle 6 |    |
|---|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|
|   | Yes              | No |
| <b>30</b> Total business/investment miles driven during the year (do not include commuting miles) . . . . . | 8,100            |    | 16,000           |    |                  |    |                  |    |                  |    |                  |    |
| <b>31</b> Total commuting miles driven during the year . . . . .  |                  |    |                  |    |                  |    |                  |    |                  |    |                  |    |
| <b>32</b> Total other personal (noncommuting) miles driven . . . . .  |                  |    |                  |    |                  |    |                  |    |                  |    |                  |    |
| <b>33</b> Total miles driven during the year. Add lines 30 through 32 . . . . .                             | 8,100            |    | 16,000           |    |                  |    |                  |    |                  |    |                  |    |
| <b>34</b> Was the vehicle available for personal use during off-duty hours? . . . . .                       |                  | ✓  | ✓                |    |                  |    |                  |    |                  |    |                  |    |
| <b>35</b> Was the vehicle used primarily by a more than 5% owner or related person? . . . . .               |                  | ✓  |                  | ✓  |                  |    |                  |    |                  |    |                  |    |
| <b>36</b> Is another vehicle available for personal use? . . . . .  |                  | ✓  |                  | ✓  |                  |    |                  |    |                  |    |                  |    |

**Section C—Questions for Employers Who Provide Vehicles for Use by Their Employees**

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons (see instructions).

|  | Yes | No |
|--|-----|----|
| <b>37</b> Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? . . . . .  |     | ✓  |
| <b>38</b> Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners . . . . . |     | ✓  |
| <b>39</b> Do you treat all use of vehicles by employees as personal use? . . . . .   |     | ✓  |
| <b>40</b> Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received? . . . . .   |     | ✓  |
| <b>41</b> Do you meet the requirements concerning qualified automobile demonstration use? (See instructions.) . . . . .  |     | ✓  |

**Note:** If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles.

**Part VI Amortization**

| (a)<br>Description of costs  | (b)<br>Date amortization begins | (c)<br>Amortizable amount | (d)<br>Code section | (e)<br>Amortization period or percentage | (f)<br>Amortization for this year |
|--|---------------------------------|---------------------------|---------------------|--|-----------------------------------|
| <b>42</b> Amortization of costs that begins during your 2010 tax year (see instructions):                |                                 |                           |                     |  |                                   |
|  |                                 |                           |                     |  |                                   |
| <b>43</b> Amortization of costs that began before your 2010 tax year . . . . . <b>43</b>                 |                                 |                           |                     |  |                                   |
| <b>44</b> Total. Add amounts in column (f). See the instructions for where to report . . . . . <b>44</b> |                                 |                           |                     |  |                                   |