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5orm 990-PF Department of the Treasury Internal Revenue Service

Return of Private Foundation or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation Note. The foundation may be able to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-0052

Fore	alen	dar year 2011 or tax year beginning		, and ending		
Nar	ne of	foundation			A Employer identification	number
J	EF:	FREY AND TRACY BROWN FO	UNDATION, IN	c	22-3843780	
Nun	nber a	nd street (or P O box number if mail is not delivered to street	address)		B Telephone number	
C	/0	BARRY H. FRANK, ESQ, 1	650 MARKET S'	т 3200	215-246-31	03
-		own, state, and ZIP code LADELPHIA , PA 19103-73	03		C if exemption application is po	ending, check here
		all that apply: Initial return		ormer public charity	D 1. Foreign organizations	chack here
u	HECK	Final return	. Amended return	Arrier public charity	D 1. Foreigh organizations	, cricck field
		Address change	Name change		Foreign organizations me 2. check here and attach co	eting the 85% test,
<u> </u>	hock	type of organization: X Section 501(c)(3) ex	-			
<u> </u>	_		Other taxable private founda		E If private foundation state under section 507(b)(1)	
 L E2		rket value of all assets at end of year J Accounti		Accrual		
			ther (specify)	7,001441	F If the foundation is in a 6 under section 507(b)(1)	
("		1,483,740 . (Part I, colu		pasis.)	411001 30011011 007 (1)(1)	(D), CHOCK HOLD
_	irt l	Analysis of Revenue and Expenses	(a) Revenue and	(b) Net investment	(c) Adjusted net	(d) Disbursements
		(The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a))	expenses per books	income	income	for charitable purposes (cash basis only)
	1	Contributions, gifts, grants, etc., received				
	2	Check X If the foundation is not required to attach Sch B				
	3	Interest on savings and temporary cash investments	9.	9.	9.	STATEMENT 1
	4	Dividends and interest from securities	5,659.	5,659.		STATEMENT 2
	`	Gross rents	9,700,7			
•	b					
J	68 Net gain or (loss) from sale of assets not on line 10 67 Gross sales price for all assets on line 8a 32,693. 7 Capital gain net income (from Part IV, line 2) 8 Net short-term capital gain		1,412.			,
, ju						
ĕ ⊧				1,412.		
2 6						
,	9	Income modifications				
	10a	Gross sales less returns and allowances				
	Ь	Less Cost of goods sold				
2	c	Gross profit or (loss)				
3	11	Other income				
<u> </u>	12	Total Add lines 1 through 11	7,080.	7,080.	5,668.	
)	13	Compensation of officers, directors, trustees, etc	0.	0.	0.	0.
	14	Other employee salaries and wages				
v	15	Pension plans, employee benefits				
Se	16a	Legal fees		RECEIVED		
Operating and Administrative Expenses	b	Accounting fees		O LI V L D	10	
Ų	C	Other professional fees	1-377	1111 3 0 2012	280	
ıtive	17	Interest		JUL 3 0 2012	 	
stra	18	Taxes	1-4	000	SE	
ij	19	Depreciation and depletion		UGUEN HT		
λdπ	20 21	Occupancy Travel, conferences, and meetings		<u> </u>		
þΓ	22	Printing and publications				
g	23	Other expenses STMT 3	237.	0.	237.	0.
ij	24	Total operating and administrative				
era		expenses. Add lines 13 through 23	237.	0.	237.	0.
ŏ	25	Contributions, gifts, grants paid	81,851.			81,851.
	26	Total expenses and disbursements.				
		Add lines 24 and 25	82,088.	0.	237.	81,851.
	27	Subtract line 26 from line 12:				
	a	Excess of revenue over expenses and disbursements	-75,008.			
	b	Net investment income (if negative, enter -0-)		7,080.		
	<u> </u>	Adjusted net income (if negative, enter -0-)]		5,431.	

123501 12-02-11 LHA For Paperwork Reduction Act Notice, see instructions.

Form **990-PF** (2011)

For	m 99	0-PF (2011) JEFFREY AND TRACY BROWN		1	2-3843780 Page 2
P	art	Balance Sheets Attached schedules and amounts in the description column should be for end-of-year amounts only	Beginning of year	ļ	d of year
_			(a) Book Value	(b) Book Value	(c) Fair Market Value
	1	Cash - non-interest-bearing	204	C 470	6 470
	1	Savings and temporary cash investments	204.	6,478	6,478.
	3	Accounts receivable			
		Less: allowance for doubtful accounts ▶			
	4	Pledges receivable ▶			
		Less: allowance for doubtful accounts			
	-	Grants receivable			
	6	Receivables due from officers, directors, trustees, and other			
		disqualified persons			
	7	Other notes and loans receivable			
		Less: allowance for doubtful accounts ▶			
ets	_	Inventories for sale or use			
Assets		Prepaid expenses and deferred charges			
•	l	Investments - U.S. and state government obligations	1 500 566	4 544 440	1 465 060
	l	Investments - corporate stock STMT 5	1,582,766.	1,511,148	1,467,262.
	C	Investments - corporate bonds			
	11	Investments - land, buildings, and equipment basis			
		Less accumulated depreciation			
	12	Investments - mortgage loans	10.000	10 000	10.000
	13	Investments - other STMT 6	10,000.	10,000	10,000.
	14	Land, buildings, and equipment: basis ▶			
		Less accumulated depreciation			
	15	Other assets (describe -			
			1 500 050	4 505 606	1 400 740
		Total assets (to be completed by all filers)	1,592,970.	1,527,626	1,483,740.
		Accounts payable and accrued expenses		ļ	
	18	Grants payable			_
ies	19	Deferred revenue			_
Liabilities		Loans from officers, directors, trustees, and other disqualified persons			- -
į		Mortgages and other notes payable			
_	22	Other liabilities (describe)		 	\dashv
			0	_) .
_	23	Total liabilities (add lines 17 through 22)	0.		' •
		Foundations that follow SFAS 117, check here			
ģ	١	and complete lines 24 through 26 and lines 30 and 31.			
ĕ	24	Unrestricted	-		-
ala	25	Temporarily restricted			\dashv
Fund Balances	26	Permanently restricted Foundations that do not follow SFAS 117, check here	 		\dashv
돌		·			
<u></u>	07	and complete lines 27 through 31.	1,592,970.	1,527,626	:
	27	Capital stock, trust principal, or current funds Paid-in or capital surplus, or land, bldg., and equipment fund	0.) .
Net Assets	28 29	Retained earnings, accumulated income, endowment, or other funds	0.) .
et/	30	Total net assets or fund balances	1,592,970.		
Z	30	Total list assets of fund balances	1,332,310.	1/32//020	'
	21	Total liabilities and net assets/fund balances	1,592,970.	1,527,626	5.
\equiv					
LP.	art	Analysis of Changes in Net Assets or Fund B	alances		
1	Tota	I net assets or fund balances at beginning of year - Part II, column (a), line	30		
•		st agree with end-of-year figure reported on prior year's return)			1 1,592,970.
2	•	r amount from Part I, line 27a		ļ l	2 -75,008.
		r increases not included in line 2 (itemize)	SEE ST	TATEMENT 4	3 9,664.
		lines 1, 2, and 3			4 1,527,626.
		eases not included in line 2 (itemize)			5 0.
		net assets or fund balances at end of year (line 4 minus line 5) - Part II, co	olumn (b), line 30		6 1,527,626.
					Form 990-PF (2011)

	FREY AND TRACY B and Losses for Tax on In			N,	INC.	22	2-384	3780	Page 3
(a) List and desc	ribe the kind(s) of property sold (e.g. arehouse; or common stock, 200 shs	., real estate,		(b)	How acquired - Purchase - Donation	(c) Date a		(d) Date (mo., da	e sold ly, yr.)
1a 150 CISCO SYST	EMS				D	12/30	/10	01/2	3/11
b 425 SISCO SYST						12/30		02/0	
	AL BUSINESS MACH	INES			D	12/30		02/0	
d 425 CISCO SYST						12/30		03/04	
e 25 INTERNATION		ONESSS			D	12/30		08/0	
(e) Gross sales price	(f) Depreciation allowed (or allowable)	(g) Cos	st or other basis			(h) Ga	in or (loss) (f) minus ()	
a 3,094.	(or anomaly)	, ,	3,04	2					52.
a 3,094. b 9,220.			8,61				-		601.
0 100	•		7,33						786.
			8,61						-868.
4 500			3,66						841.
	ng gain in column (h) and owned by	the foundation		' ' 		(I) Gains (Co	l (h) gain	minus	041.
(i) F.M.V. as of 12/31/69	(j) Adjusted basis as of 12/31/69	(k) E>	cess of col. (1)		С	òl. (k), but n	ot less than from col. (1 -0-) or	
8									52.
<u>b</u>									601.
C									786.
d									-868.
e						-			841.
2 Capital gain net income or (net ca	apital loss) { If gain, also enter	r in Part I, line	7 : 7	}	2			1	,412.
3 Net short-term capital gain or (lo	•								
If gain, also enter in Part I, line 8,		iu (0 <i>)</i> .		J					
If (loss), enter -0- in Part I, line 8	, ,			J I	3				0.
Part V Qualification U	Inder Section 4940(e) for	Reduced	Tax on Net	Inv	estment Ir	come			
(For optional use by domestic private									
(i or optional use by domestic private	c roundations subject to the section	1010(u) tax oi	THE INVESTIGATION		,				
If section 4940(d)(2) applies, leave t	his part blank.								
18/ 46 6	ACAC Access to the distributable asset		4b - b n					X Yes	□ No
Was the foundation liable for the sec			•	lour				162	1NU
If "Yes," the foundation does not qua				00	 .				
	each column for each year; see instr	uctions belore	inaking any enun					(d)	
(a) Base period years	ing in) Adjusted qualifying dis	tributions	Not value of no	(c)	ritable-use asse	te ,	Distrib	ution ratio	(-))
Calendar year (or tax year beginni	ing in) Adjusted qualifying dis		Net value of no	- Incina		(col. (b) div	ided by col.	(0))
2010									
2009									
2008									
2007									
2006									
2 Total of line 1, column (d)						2			
3 Average distribution ratio for the	5-year base period - divide the total	on line 2 by 5.	or by the number	of ye	ars				
the foundation has been in existe	•		•	•		3			
ing regulation has been in exists									
4 Enter the net value of noncharital	ble-use assets for 2011 from Part X,	line 5				4			
5 Multiply line 4 by line 3				5					
6 Enter 1% of net investment incor	me (1% of Part I, line 27b)					6			
7 Add lines 5 and 6						7			
8 Enter qualifying distributions from	m Part XII, line 4					8			
If line 8 is equal to or greater that See the Part VI instructions.	n line 7, check the box in Part VI, line	e 1b, and com	plete that part usin	ig a 1	% tax rate.				
							F	~~~ QQN_I	DE (0044)

Form	990-PF (2011) JEFFREY AND TRACY BROWN FOUNDATION, INC.		<u> 3843</u>			age 4
	rt VI Excise Tax Based on Investment Income (Section 4940(a), 4940(b), 4940(e), or	<u>4948</u>	- see i	nstru	ctior	ns)
1a	Exempt operating foundations described in section 4940(d)(2), check here and enter "N/A" on line 1.					
	Date of ruling or determination letter: (attach copy of letter if necessary-see instructions)					
b	Domestic foundations that meet the section 4940(e) requirements in Part V, check here and enter 1%	1			1	<u>42.</u>
	of Part I, line 27b					
C	All other domestic foundations enter 2% of line 27b. Exempt foreign organizations enter 4% of Part I, line 12, col. (b).	1				
2	Tax under section 511 (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)	2	<u> </u>			<u>0.</u>
3	Add lines 1 and 2	3			1	<u>42.</u>
4	Subtitle A (income) tax (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)	4				0.
5	Tax based on investment income. Subtract line 4 from line 3. If zero or less, enter -0-	5			<u> 1</u>	<u>42.</u>
6	Credits/Payments:					
а	2011 estimated tax payments and 2010 overpayment credited to 2011 6a 6a					
b	Exempt foreign organizations - tax withheld at source 6b	_				
C	Tax paid with application for extension of time to file (Form 8868)					
d	Backup withholding erroneously withheld 6d	_				
7	Total credits and payments. Add lines 6a through 6d	7				<u>0.</u>
8	Enter any penalty for underpayment of estimated tax. Check here if Form 2220 is attached	8				
9	Tax due. If the total of lines 5 and 8 is more than line 7, enter amount owed	9	<u> </u>		1	<u>42.</u>
10	Overpayment. If line 7 is more than the total of lines 5 and 8, enter the amount overpaid	10				
11	Enter the amount of line 10 to be: Credited to 2012 estimated tax	11				
Pa	rt VII-A Statements Regarding Activities			, ,		
1a	During the tax year, did the foundation attempt to influence any national, state, or local legislation or did it participate or interve	ne in		\Box	Yes	-
	any political campaign?			1a		X
b	Did it spend more than \$100 during the year (either directly or indirectly) for political purposes (see instructions for definition)	•		1b		X
	If the answer is "Yes" to 1a or 1b, attach a detailed description of the activities and copies of any materials publis	hed or				
	distributed by the foundation in connection with the activities.					
C	Did the foundation file Form 1120-POL for this year?			1c		X
d	Enter the amount (if any) of tax on political expenditures (section 4955) imposed during the year:					
	(1) On the foundation. ▶ \$ 0 . (2) On foundation managers. ▶ \$ 0	•				
е	Enter the reimbursement (if any) paid by the foundation during the year for political expenditure tax imposed on foundation					
	managers. ► \$ 0 .					
2	Has the foundation engaged in any activities that have not previously been reported to the IRS?			2		X
	If "Yes," attach a detailed description of the activities.					
3	Has the foundation made any changes, not previously reported to the IRS, in its governing instrument, articles of incorporation	, ог				
	bylaws, or other similar instruments? If "Yes," attach a conformed copy of the changes			3		X
4a	Did the foundation have unrelated business gross income of \$1,000 or more during the year?		_	4a		X
b	If "Yes," has it filed a tax return on Form 990-T for this year?	j	A\N	4b		
5	Was there a liquidation, termination, dissolution, or substantial contraction during the year?			5_		X
	If "Yes," attach the statement required by General Instruction T.					
6	Are the requirements of section 508(e) (relating to sections 4941 through 4945) satisfied either:			1		
	By language in the governing instrument, or					
	By state legislation that effectively amends the governing instrument so that no mandatory directions that conflict with the st	ate law				
	remain in the governing instrument?			6	<u>X</u>	
7	Did the foundation have at least \$5,000 in assets at any time during the year?			7_	X	
	If "Yes," complete Part II, col. (c), and Part XV.					
8a	Enter the states to which the foundation reports or with which it is registered (see instructions)					
	NJ					
b	If the answer is "Yes" to line 7, has the foundation furnished a copy of Form 990-PF to the Attorney General (or designate)					,,
	of each state as required by General Instruction G? If "No," attach explanation			8b		X
9		alendar		_		
	year 2011 or the taxable year beginning in 2011 (see instructions for Part XIV)? If "Yes," complete Part XIV			9		X
10	Did any persons become substantial contributors during the tax year? If "year" attach a schedule listing their names and addresses			10	İ	1 A

orm	1 990'-PF (2011) JEFFREY AND TRACY BROWN FOUNDATION, INC. 22-3843	780	Page 5
Pa	art VII-A Statements Regarding Activities (continued)		
11	At any time during the year, did the foundation, directly or indirectly, own a controlled entity within the meaning of		
	section 512(b)(13)? If "Yes," attach schedule (see instructions)	11	X
12	Did the foundation make a distribution to a donor advised fund over which the foundation or a disqualified person had advisory privileges?		
	If "Yes," attach statement (see instructions)	12	X
13	Did the foundation comply with the public inspection requirements for its annual returns and exemption application?	13	<u> </u>
	Website address ► N/A		
14	The books are in care of ▶ BARRY H. FRANK, ESQUIRE Telephone no. ▶ 215-24		
	Located at ▶ 1650 MARKET STREET, 32ND FLOOR, PHILADELPHIA, PA, ZIP+4 ▶19	<u> 103-</u>	<u>7393 </u>
15	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-PF in lieu of Form 1041 - Check here		
	and enter the amount of tax-exempt interest received or accrued during the year	<u> N/</u>	
16	At any time during calendar year 2011, did the foundation have an interest in or a signature or other authority over a bank,	Y	es No
	securities, or other financial account in a foreign country.?	16	X
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1. If "Yes," enter the name of the foreign		
	country		
P	art VII-B Statements Regarding Activities for Which Form 4720 May Be Required		
	File Form 4720 if any item is checked in the "Yes" column, unless an exception applies.	Y	es No
18	a During the year did the foundation (either directly or indirectly):		
	(1) Engage in the sale or exchange, or leasing of property with a disqualified person?		
	(2) Borrow money from, lend money to, or otherwise extend credit to (or accept it from)		
	a disqualified person?	1	
	(3) Furnish goods, services, or facilities to (or accept them from) a disqualified person?		
	(4) Pay compensation to, or pay or reimburse the expenses of, a disqualified person?		
	(5) Transfer any income or assets to a disqualified person (or make any of either available		
	for the benefit or use of a disqualified person)?		
	(6) Agree to pay money or property to a government official? (Exception. Check "No"		
	if the foundation agreed to make a grant to or to employ the official for a period after termination of government service, if terminating within 90 days.) Yes X No		į
	, ,		
t	b If any answer is "Yes" to 1a(1)-(6), did any of the acts fail to qualify under the exceptions described in Regulations	1	
	section 53.4941(d)-3 or in a current notice regarding disaster assistance (see instructions)? N/A	1b	
	Organizations relying on a current notice regarding disaster assistance check here		
(c Did the foundation engage in a prior year in any of the acts described in 1a, other than excepted acts, that were not corrected	1c	x
^	before the first day of the tax year beginning in 2011? Taxes on failure to distribute income (section 4942) (does not apply for years the foundation was a private operating foundation		
2		1	
	defined in section 4942(j)(3) or 4942(j)(5)): a At the end of tax year 2011, did the foundation have any undistributed income (lines 6d and 6e, Part XIII) for tax year(s) beginning		
•	before 2011?		
	If "Yes," list the years \triangleright		
	b Are there any years listed in 2a for which the foundation is not applying the provisions of section 4942(a)(2) (relating to incorrect		
	valuation of assets) to the year's undistributed income? (If applying section 4942(a)(2) to all years listed, answer "No" and attach		
	statement - see instructions.) N/A	2b	
	c If the provisions of section 4942(a)(2) are being applied to any of the years listed in 2a, list the years here.		
	,		
3	Did the foundation hold more than a 2% direct or indirect interest in any business enterprise at any time		
	during the year?		
1	b If "Yes," did it have excess business holdings in 2011 as a result of (1) any purchase by the foundation or disqualified persons after		
	May 26, 1969; (2) the lapse of the 5-year period (or longer period approved by the Commissioner under section 4943(c)(7)) to dispose		
	of holdings acquired by gift or bequest; or (3) the lapse of the 10-, 15-, or 20-year first phase holding period? (Use Schedule C,		
	Form 4720, to determine if the foundation had excess business holdings in 2011.) N/A	3b	
	a Did the foundation invest during the year any amount in a manner that would jeopardize its charitable purposes?	4a	X
	b Did the foundation make any investment in a prior year (but after December 31, 1969) that could jeopardize its charitable purpose that		
	had not been removed from jeopardy before the first day of the tax year beginning in 2011?	4b	X

Form 990-PF (2011) JEFFREY AND TRACY BROWN		NC.	<u> 22-38437</u>	80 Page 6				
Part VII-B Statements Regarding Activities for Which	Form 4/20 May be F	Required (contin	ued)					
5a During the year did the foundation pay or incur any amount to:								
(1) Carry on propaganda, or otherwise attempt to influence legislation (section			8 X No					
(2) Influence the outcome of any specific public election (see section 4955); or to carry on, directly or indirectly,								
any voter registration drive?			es X No					
(3) Provide a grant to an individual for travel, study, or other similar purposes		Ye	es X No	1				
(4) Provide a grant to an organization other than a charitable, etc., organization	on described in section							
509(a)(1), (2), or (3), or section 4940(d)(2)?			es X No	1				
(5) Provide for any purpose other than religious, charitable, scientific, literary	, or educational purposes, or t		s X No					
the prevention of cruelty to children or animals?			es LAL NO					
b If any answer is "Yes" to 5a(1)-(5), did any of the transactions fail to qualify un		n Regulations	NT / A	5b				
section 53.4945 or in a current notice regarding disaster assistance (see instr			N/A	30				
Organizations relying on a current notice regarding disaster assistance check		uno d						
c If the answer is "Yes" to question 5a(4), does the foundation claim exemption		_ •	s No					
expenditure responsibility for the grant? If "Yes," attach the statement required by Regulations section 53 494		I/A 16	s L No					
, , ,	• •		İ	1				
6a Did the foundation, during the year, receive any funds, directly or indirectly, to a personal benefit contract?	pay premiums on		s X No]]				
b Did the foundation, during the year, pay premiums, directly or indirectly, on a	narconal hanafit contract?	1t	1	6b X				
If "Yes" to 6b, file Form 8870.	personal benefit contract.		-	21				
7a At any time during the tax year, was the foundation a party to a prohibited tax	chelter transaction?		s X No					
b If "Yes," did the foundation receive any proceeds or have any net income attrib				7b				
Information About Officers Directors Trust		nagers. Highly		· · · · · · · · · · · · · · · · · · ·				
Part VIII Paid Employees, and Contractors			•					
1 List all officers, directors, trustees, foundation managers and their	compensation.							
	(b) Title, and average hours per week devoted	(c) Compensation	(d) Contributions to employee benefit plans and deferred	(e) Expense account, other				
(a) Name and address	to position	(If not paid, enter -0-)	and deferred compensation	allowances				
JEFFREY BROWN	TRUSTEE							
14 DRESSAGE COURT	1	ŀ						
CHERRY HILL, NJ 08003	0.00	0.	0.	0.				
TRACY BROWN	TRUSTEE			-				
14 DRESSAGE COURT								
CHERRY HILL, NJ 08003	0.00	0.	0.	0.				
BARRY H. FRANK	TRUSTEE							
1650 MARKET STREET, 32ND FLOOR								
PHILADELPHIA, PA 19103-7393	0.00	0.	0.	0.				
	_							
2 Compensation of five highest-paid employees (other than those in	1	enter "NONE."	(d) Contributions to	(a) Evpansa				
(a) Name and address of each employee paid more than \$50,000	(b) Title, and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances				
NONE								
			1					
	_							
	4							
	<u></u>	-	-	_				
	4							
	<u> </u>	L		l				
Total number of other employees paid over \$50,000				<u>C</u>				

Form 990-PF (2011) JEFFREY AND TRACY BROWN FOUNDATION, INC.	<u>22-3</u>	843780 Page
Part VIII Information About Officers, Directors, Trustees, Foundation Managers, H Paid Employees, and Contractors (continued)	ighly	
3 Five highest-paid independent contractors for professional services. If none, enter "NONE."		
(a) Name and address of each person paid more than \$50,000 (b) Type of	of service	(c) Compensation
NONE		
		<u> </u>
Total number of others receiving over \$50,000 for professional services		<u> </u>
Part IX-A Summary of Direct Charitable Activities	 -	
List the foundation's four largest direct charitable activities during the tax year. Include relevant statistical information such as the number of organizations and other beneficiaries served, conferences convened, research papers produced, etc.	ie	Expenses
1N/A		
2		
		· · · · · · · · · · · · · · · · · · ·
3		
A		
4		
Part IX-B Summary of Program-Related Investments		
Describe the two largest program-related investments made by the foundation during the tax year on lines 1 and 2.		Amount
1 N/A		
2		
All other program-related investments. See instructions.		
3		
Total, Add lines 1 through 3	<u> </u>	O Form 990-PF (201
		rum 330°F F (201

Part X Minimum Investment Return (All domestic foundations must complete this part. Foreign foundations, see instructions.) 1 Fair market value of assets not used (or held for use) directly in carrying out charitable, etc., purposes: a Average monthly fair market value of securities SEE RIDER ATTACHED 795,704. 1a 5,121. SEE RIDER ATTACHED b Average of monthly cash balances 1b c Fair market value of all other assets 1c 800,825. 1d d Total (add lines 1a, b, and c) e Reduction claimed for blockage or other factors reported on lines 1a and 0. 1c (attach detailed explanation) 2 Acquisition indebtedness applicable to line 1 assets 800,825. 3 Subtract line 2 from line 1d 3 12,012. Cash deemed held for charitable activities. Enter 1 1/2% of line 3 (for greater amount, see instructions) 4 4 788,813. Net value of noncharitable-use assets. Subtract line 4 from line 3. Enter here and on Part V, line 4 5 39.441. Minimum investment return. Enter 5% of line 5 Distributable Amount (see instructions) (Section 4942(j)(3) and (j)(5) private operating foundations and certain Part XI foreign organizations check here
and do not complete this part.) 39,441. 1 Minimum investment return from Part X, line 6 142. Tax on investment income for 2011 from Part VI, line 5 Income tax for 2011. (This does not include the tax from Part VI.) b 2c Add lines 2a and 2b c Distributable amount before adjustments. Subtract line 2c from line 1 3 3 4 Recoveries of amounts treated as qualifying distributions 4 5 5 Add lines 3 and 4 6 Deduction from distributable amount (see instructions) 6 Distributable amount as adjusted. Subtract line 6 from line 5. Enter here and on Part XIII, line 1 7 299 Part XII Qualifying Distributions (see instructions) Amounts paid (including administrative expenses) to accomplish charitable, etc., purposes: 81,851. a Expenses, contributions, gifts, etc. - total from Part I, column (d), line 26 Program-related investments - total from Part IX-B 1b Amounts paid to acquire assets used (or held for use) directly in carrying out charitable, etc., purposes 2 Amounts set aside for specific charitable projects that satisfy the: 3 3a Suitability test (prior IRS approval required) 3b **b** Cash distribution test (attach the required schedule) 81,851 Qualifying distributions. Add lines 1a through 3b. Enter here and on Part V, line 8, and Part XIII, line 4 4 4 Foundations that qualify under section 4940(e) for the reduced rate of tax on net investment

Note. The amount on line 6 will be used in Part V, column (b), in subsequent years when calculating whether the foundation qualifies for the section

Form 990-PF (2011)

6

income. Enter 1% of Part I, line 27b

Adjusted qualifying distributions. Subtract line 5 from line 4

4940(e) reduction of tax in those years.

Page 9

Part XIII Undistributed Income (see instructions)

	(a) Corpus	(b) Years prior to 2010	(c) 2010	(d) 2011
1 Distributable amount for 2011 from Part XI,				-
line 7	•			39,299.
2 Undistributed income, if any, as of the end of 2011				
a Enter amount for 2010 only			0.	
b Total for prior years:				
		0.		
3 Excess distributions carryover, if any, to 2011:				
a From 2006 17,085.				
b From 2007 138,022.				
c From 2008 90,016.				
d From 2009 91.	•			
e From 2010 32,917.				
f Total of lines 3a through e	278,131.			
4 Qualifying distributions for 2011 from				
Part XII, line 4: ► \$ 81,851.				
a Applied to 2010, but not more than line 2a			0.	
b Applied to undistributed income of prior		^		
years (Election required - see instructions)		0.		
c Treated as distributions out of corpus				
(Election required - see instructions)	0.			30 300
d Applied to 2011 distributable amount	40.550			39,299.
e Remaining amount distributed out of corpus	42,552.			0.
Excess distributions carryover applied to 2011 (If an amount appears in column (d), the same amount must be shown in column (a))	0.			0.
6 Enter the net total of each column as indicated below:				
a Corpus Add lines 3f, 4c, and 4e Subtract line 5	320,683.			
b Prior years' undistributed income. Subtract				
line 4b from line 2b	•	0.		
c Enter the amount of prior years'				
undistributed income for which a notice of deficiency has been issued, or on which the section 4942(a) tax has been previously				
assessed		0.		
d Subtract line 6c from line 6b. Taxable				
amount - see instructions		0.		
e Undistributed income for 2010. Subtract line				
4a from line 2a. Taxable amount - see instr.			0.	
f Undistributed income for 2011. Subtract	•			
lines 4d and 5 from line 1. This amount must				_
be distributed in 2012				0.
7 Amounts treated as distributions out of			ļ	
corpus to satisfy requirements imposed by				
section 170(b)(1)(F) or 4942(g)(3)	0.			
8 Excess distributions carryover from 2006	4 - 00 -			
not applied on line 5 or line 7	17,085.			
9 Excess distributions carryover to 2012.	. 202 500			
Subtract lines 7 and 8 from line 6a	303,598.			
Analysis of line 9:				
a Excess from 2007 138,022.				
b Excess from 2008 90,016.				
c Excess from 2009 91. d Excess from 2010 32,917.				
e Excess from 2011 42,552.	. <u></u>			Form 990-PF (2011)

Form 990-PF (2011) JEFFREY Part XIV Private Operating Fo		BROWN FOUNI			2-3843780 Page 10
			I-A, question 9)	N/A	
1 a If the foundation has received a ruling or					
foundation, and the ruling is effective for	•		. ▶ ∟		40.40(.)(5)
b Check box to indicate whether the found		ng foundation described		4942(j)(3) or	4942(j)(5)
2 a Enter the lesser of the adjusted net	Tax year	41,0040	Prior 3 years		(a) Tatal
income from Part I or the minimum	(a) 2011	(b) 2010	(c) 2009	(d) 2008	(e) Total
investment return from Part X for					
each year listed		ļ			
b 85% of line 2a					
c Qualifying distributions from Part XII,					
line 4 for each year listed			-		
d Amounts included in line 2c not					
used directly for active conduct of					
exempt activities			-		
e Qualifying distributions made directly					
for active conduct of exempt activities.					
Subtract line 2d from line 2c					
3 Complete 3a, b, or c for the alternative test relied upon:					
a "Assets" alternative test - enter:					
(1) Value of all assets					
(2) Value of assets qualifying under section 4942(j)(3)(B)(i)					
b "Endowment" alternative test - enter					
2/3 of minimum investment return shown in Part X, line 6 for each year					
listed					
c "Support" alternative test - enter:					
(1) Total support other than gross					
investment income (interest,					
dividends, rents, payments on securities loans (section					
512(a)(5)), or royalties)					
(2) Support from general public					
and 5 or more exempt organizations as provided in					
section 4942(j)(3)(B)(iii)					
(3) Largest amount of support from					
an exempt organization					
(4) Gross investment income		<u></u>			
Part XV Supplementary Info			if the founda	tion had \$5,000	or more in assets
at any time during t	he year-see inst	ructions.)			
1 Information Regarding Foundation					
a List any managers of the foundation wh			tributions received t	by the foundation before	e the close of any tax
year (but only if they have contributed in	iore than \$5,000). (See	section 507(a)(2).)			
SEE STATEMENT 7					
 b List any managers of the foundation who other entity) of which the foundation has 	o own 10% or more of the s a 10% or greater intere	he stock of a corporation	(or an equally large	portion of the ownersh	ip of a partnership or
NONE	ou 1070 of grouter miles				
2 Information Regarding Contributi	on Grant Gift Loan	Scholarship etc. P	rograms.		
Check here I if the foundation of				does not accept unsolic	ited requests for funds. If
the foundation makes gifts, grants, etc.					
a The name, address, and telephone num	·				
a The hame, address, and telephone ham	bor or the percent to this	approations should be			
SEE STATEMENT 8					
b The form in which applications should be	e submitted and informa	ation and materials they s	should include:		
c Any submission deadlines:					
d Any restrictions or limitations on awards	e euch ae hy geographic	nal areas, charitable fields	kinds of institution	s or other factors	
u Any resultations of minitations on awards	o, outri as by yeograpiiit	ou, arous, orial nable licius	, and or montation	o, or other lactors.	

Part XVI-A **Analysis of Income-Producing Activities**

Enter gross amounts unless otherwise indicated.	Unrelated business income			ded by section 512, 513, or 514	(e)	
1 Program service revenue:	(a) Business code	(b) Amount	(C) Exclu- sion code	(d) Amount	Related or exempt function income	
			10000			
a						
b			1		·-·	
C			+			
d						
e			ļ			
f						
g Fees and contracts from government agencies						
2 Membership dues and assessments						
3 Interest on savings and temporary cash						
investments			14	9.		
4 Dividends and interest from securities			14			
5 Net rental income or (loss) from real estate:	-					
a Debt-financed property			1			
b Not debt-financed property			-			
6 Net rental income or (loss) from personal						
property						
7 Other investment income	-					
8 Gain or (loss) from sales of assets other			١			
than inventory			14	1,412.		
9 Net income or (loss) from special events						
10 Gross profit or (loss) from sales of inventory			ļ			
11 Other revenue:			1			
8			<u> </u>			
b						
c			T			
d						
0			1			
12 Subtotal. Add columns (b), (d), and (e)		0.		7,080.	0.	
13 Total. Add line 12, columns (b), (d), and (e)		<u> </u>	*	13		
(See worksheet in line 13 instructions to verify calculations.)						
					· · · · · · · · · · · · · · · · · · ·	
Part XVI-B Relationship of Activities to	o the Acc	omplishment of E	xemp	t Purposes		
Line No. Explain below how each activity for which incor	ma is reported	in column (a) of Part XVI-	Δ contrib	outed importantly to the accom	Inhishment of	
Abordon de la compansa de la compans			- COITHIN	outed importantly to the accom	ipiioninone or	
the foundation's exempt purposes (other than)	by providing it	mos for outlin perposos;		· · · · · · · · · · · · · · · · · · ·		
						
						
		······································				
	···					
1						

1) JEFFREY AND TRACY BROWN FOUNDATION, INC. 22-3843780 Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations Part XVII

				g with any other organization		on 501(c) of		Yes	No_
	•			7, relating to political organ	izations?				
a Transier (1) Cas	s from the reporting founda	ation to a noncharitat	ne exempt on	ganization of.			1a(1)		х
							1a(2)		X
* *	er assets ansactions:						Ia(Z)		
-	es of assets to a noncharital	hla avamat araanizat	ion				1b(1)		_X_
	chases of assets from a noi	, -					1b(2)		X
• •	ital of facilities, equipment,		garnzation				1b(3)		X
	mbursement arrangements						1b(4)		X
	ns or loan guarantees						1b(5)	i i	X
	formance of services or me	mhershin or fundrais	ing solicitatio	ine			1b(6)		X
	of facilities, equipment, ma						10		X
_				dule. Column (b) should alv	wavs show the fair in	narket value of the goods		ets	
				ed less than fair market valu				,,,,	
	(d) the value of the goods,			ou lood than han market valu	io in any transaction	or onaring arrangement,			
a) Line no	(b) Amount involved			exempt organization	(d) Description	of transfers, transactions, and	sharing ar	rangeme	nts
-,	(0)	(0)	N/A						
			11/11						
								-	
							-		
				· · · · · · · · · · · · · · · · · · ·					
									
				· · · · · · · · · · · · · · · · · · ·					
+ .		 							
				 					
		-	······································			 			
		 							
					-				
2a Is the fo	undation directly or indirec	tly affiliated with or r	elated to one	or more tax-exempt organi	zations described				
	on 501(c) of the Code (other	=			zationo documboa	Г	Yes	X	No
	complete the following sch	, ,	(0)) 01 111 0001			-			
D 11 100,	(a) Name of org			(b) Type of organization	1	(c) Description of relations	ship		
	N/A	,		(4) ,,,		(-)			
	21/ 11								
··						·			
					· · · -				
Und	er penalties of perjury, I declare	that I have examined this	s return, includir	ng accompanying schedules and	statements, and to the	best of my knowledge	ay the IRS	discuss	thie
Sign and	belief, it is true, correct, and cor	npiete Declaration of pre	eparer (other tha	n taxpayer) is based on all inform	nation of which prepare	re res	turn with th	e prepar	er
Here	will #	V KNOW	\sim	17/25/12		1 6	X Yes		_ No.
1 2	gnature of officer or trostee			Date	Title				
	Print/Type prepared's na		Preparer's s		Date	Check If PTIN			
	3,1,4		 		/ /	self- employed			
Paid	BARRY H. F	'RANK	Pan	gH Fund	7/18/12	PO	1075	855	
Prepare					·	Firm's EIN ▶ 22-2			
Use Only			,	- · - ·					
=		50 MARKET	STREE	T, 32ND FLOO	R				
		ILADELPHI		19103-7393		Phone no. 215-	963-	330	0
				· · · · · · · · · · · · · · · · · · ·	•		orm 99 0		

The Jeffrey and Tracy Brown Foundation Form 990-PF, Rider To Part X - Minimum Investment Return

22-3843780 For Period Ending 12/31/11

Line 1(a) Average Monthly Fair Market Value of Securities

MONTH	BEGINNING OF MONTH	ENDING OF MONTH	<u>AVERAGES</u>
Jan	843,876	858,986	851,431
Feb	858,98 <u>6</u>	859,355	859,171
Mar	859,355	799,564	829,460
Apr	799,564	814,762	807,163
May	814,762	817,722	816,242
Jun	817,722	802,397	810,060
Jul	802,397	791,931	797,164
Aug	791,931	746,304	769,118
Sep	746,304	729,251	737,778
Oct	729,251	789,154	759,203
Nov	789,154	764,605	776,880
Dec	764,605	704,957	734,781
TOTAL			9,548,448
AVERAGE MONTHLY FAIR	795,704		

NOTE: The fair market value of securities (excluding cash) determined by averaging the securities portfolio on the first and last day of each month

The Jeffrey and Tracy Brown Foundation Form 990-PF, Rider To Part X - Minimum Investment Return

22-3843780 For Period Ending 12/31/11

Line 1(b) Average Monthly Cash Balances

<u>MONTH</u>	BEGINNING OF MONTH	ENDING OF MONTH	AVERAGES
Jan	204	129	167
Feb	129	4,840	2,485
Mar	4,840	10,186,	7,513
Apr	10,186	5,188	7,687
May	5,188	2,764	3,976
Jun	2,764	4,152	3,458
Jul	4,152	4,153	4,153
Aug	4,153	8,661	6,407
Sep	8,661	7,100	7,881
Oct	7,100	5,475	6,288
Nov	5,475	5,465	5,470
Dec	5,465	6,478	5,972
TOTAL			61,454
AVERAGE MONTHLY CASH	I VALUE		5,121

Jeffrey and Tracy Brown Foundation, Inc. Form 990 PF Rider to Part XV - Grants and Contributions

22-3843780 For Period Ending 12/31/11

<u>Date</u>	Name/Address	Purpose		<u>Amount</u>
2/2/2011	Jewish Community Center 520 Eight Avenue New York, NY 10018	Charitable Endeavors		15,900 00
3/3/2011	Juvenile Diabetes Research Foundation 1415 Route 70 E., Suite 311 Cherry Hill, NJ 08034	Charitable Endeavors		2,750 00
3/8/2011	Jewish Fanmıly and Chilldren's Service Walk 4 Famıly Friends 2100 Arch Street, 5th Floor Philadelphia, PA 19103	Charitable Endeavors		1,000 00
4/1/2011	The Hamels Foundation P O Box 10654 Springfield, MO 65808	Charitable Endeavors		5,000.00
5/11/2011	The Hamels Foundation P.O. Box 10654 Springfield, MO 65808	Charitable Endeavors		2,500 00
6/1/2011	Juvenile Diabetes Research Foundation 1415 Route 70 E., Suite 311 Cherry Hill, NJ 08034	Charitable Endeavors		100.00
7/29/2011	Kellman Brown Academy 1007 Laurel Oak Road Voorhes, NJ 08043	Charitable Endeavors		50,001.00 *
9/11/2011	Congregation Beth El 2901 W. Chapel Avenue Cherry Hill, NJ 08002	Charitable Endeavors		300 00
9/14/2011	Jewish Federation of North America Feb/Web Wall Street Station P.O.Box 157 New York, NY 10268	Charitable Endeavors		2,500 00
			Forward	80,051.00

^{*} representing 275 shs International Business Machine

Jeffrey and Tracy Brown Foundation, Inc. Form 990 PF Rider to Part XV - Grants and Contributions

22-3843780 For Period Ending 12/31/11

<u>Date</u>	Name/Address	Purpose		<u>Amount</u>
			Forward	80,051 00
10/6/2011	ACT Donation Chagrin Falls Foundation P.O. Box 123 Chagrin Falls, OH 44022	Charitable Endeavors		100.00
10/12/2011	The Cooper Foundation One Cooper Plaza Camden, NJ 08103	Charitable Endeavors		1,000.00
10/21/2011	Kellman Brown Academy 1007 Laurel Oak Road Voorhees, NJ 08043	Charitable Endeavors		300.00
10/20/2011	American Cancer Society 1626 Locust Street Philadelphia, PA 19103	Charitable Endeavors		25 00
10/27/2011	Juvenile Diabetes Research Four 1415 Route 70 E., Suite 311 Cherry Hill, NJ 08034	nc Charitable Endeavors		200.00
11/4/2011	Reid Trager Memorial Fund c/o TD Bank 101 Springdale Road Cherry Hill, NJ 08003	Charitable Endeavors		50.00
11/9/2011	American Cancer Society 1626 Locust Street Philadelphia, PA 19103	Charitable Endeavors		25 00
12/15/2011	Penn State Dance Marahon P.O. Box 10179 State College, PA 16805-0179	Charitable Endeavors	•	100.00
	Total Carried to Main Schedule			81,851 00

FORM 990-PF INTEREST ON SAVI	NGS AND	TEM	PORARY CA	ASH IN	VESTMENTS	ST	ATEMENT	1
SOURCE	.,						AMOUNT	
MERRILL LYNCH								9.
TOTAL TO FORM 990-PF, PART I,	LINE 3,	COI	LUMN A				, , , , , , , , , , , , , , , , , , , 	9.
FORM 990-PF DIVIDEND	S AND IN	ITERI	EST FROM	SECUR	ITIES	ST	ATEMENT	2
SOURCE	GR	oss	AMOUNT		TAL GAINS	C	OLUMN (A) AMOUNT)
 MERRILL LYNCH STATE OF ISRAEL BOND DUE 11/1 STATE OF ISRAEL BOND DUE 2/1/			5,205. 404. 50.		0. 0. 0.			05. 04. 50.
TOTAL TO FM 990-PF, PART I, L	n 4		5,659.		0.		5,65	59.
FORM 990-PF	ОТНЕ	ER E	XPENSES			ST	ATEMENT	3
DESCRIPTION	(A) EXPENSE PER BOO		(B) NET INVI MENT INC		(C) ADJUSTEI NET INCON		(D) CHARITAI PURPOSI	
 MERRILL LYNCH - FEES STATE OF NEW JERSEY - ANNUAL	1	50.		0.	15	50.		0.
REPORT FEE VISA		25. 62.		0. 0.		25. 52.		0.
TO FORM 990-PF, PG 1, LN 23	2	237.		0.	23	37.		0.
FORM 990-PF OTHER INCREASES	IN NET	ASS	ETS OR F	JND BA	LANCES	ST	ATEMENT	4
DESCRIPTION							AMOUNT	
	.IBM GIE	гT					9,60	54.
TOTAL TO FORM 990-PF, PART II	I, LINE	3					9,66	54.

FORM 990-PF CC	RPORATE STOCK		STATEMENT 5
DESCRIPTION		BOOK VALUE	FAIR MARKET VALUE
SUN BANCORP INC NJ APPLE GOOGLE CISCO SYSTEMS IBM		1,038,934. 92,200. 137,992. 0. 242,022.	694,957. 405,000. 129,180. 0. 238,125.
TOTAL TO FORM 990-PF, PART II, LIN	JE 10В	1,511,148.	1,467,262.
FORM 990-PF OTF	ER INVESTMENTS		STATEMENT 6
	VALUATION METHOD	BOOK VALUE	STATEMENT 6
FORM 990-PF OTH DESCRIPTION STATE OF ISRAEL BOND DUE 11/1/16 STATE OF ISRAEL BOND DUE 2/1/14	VALUATION	BOOK VALUE 5,000. 5,000.	FAIR MARKET
DESCRIPTION STATE OF ISRAEL BOND DUE 11/1/16	VALUATION METHOD COST COST	5,000.	FAIR MARKET VALUE

NAME OF MANAGER

JEFFREY BROWN TRACY BROWN FORM 990-PF

GRANT APPLICATION SUBMISSION INFORMATION STATEMENT PART XV, LINES 2A THROUGH 2D

8

NAME AND ADDRESS OF PERSON TO WHOM APPLICATIONS SHOULD BE SUBMITTED

JEFFREY BROWN 14 DRESSAGE COURT CHERRY HILL, NJ 08003

TELEPHONE NUMBER

FORM AND CONTENT OF APPLICATIONS

THE FOUNDATION HAS NO REQUIRED FORM ON WHICH APPLICATION SHOULD BE SUBMITTED. ALL INFORMATION THAT THE REQUESTING ORGANIZATION DEEMS APPROPRIATE SHOULD BE SUBMITTED.

ANY SUBMISSION DEADLINES

SUBMISSIONS WILL BE CONSIDERED WHEN RECEIVED

RESTRICTIONS AND LIMITATIONS ON AWARDS

NO RESTRICTIONS OTHER THAN THEY BE FOR QUALIFIED USES.

Form **8868**

(Rev. January 2012) Department of the Treasury Internal Revenue Service Application for Extension of Time To File an Exempt Organization Return

► File a separate application for each return.

OMB No. 1545-1709

 $\triangleright \boxed{X}$ • If you are filing for an Automatic 3-Month Extension, complete only Part I and check this box If you are filing for an Additional (Not Automatic) 3-Month Extension, complete only Part II (on page 2 of this form). Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868 Electronic filing (e-file). You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions) For more details on the electronic filing of this form, visit www irs.gov/efile and click on e-file for Charities & Nonprofits. Automatic 3-Month Extension of Time. Only submit original (no copies needed). A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete Part Lonly All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns. Employer identification number (EIN) or Name of exempt organization or other filer, see instructions. Type or print JEFFREY AND TRACY BROWN FOUNDATION, INC. 22-3843780 File by the Number, street, and room or suite no. If a P.O box, see instructions Social security number (SSN) due date for C/O BARRY H. FRANK, ESQ, 1650 MARKET ST, NO. 3200 filing your City, town or post office, state, and ZIP code. For a foreign address, see instructions instructions PHILADELPHIA, PA 19103-7393 0 4 Enter the Return code for the return that this application is for (file a separate application for each return) **Application** Return **Application** Return Code Code Is For Form 990-T (corporation) 01 07 Form 990 08 02 Form 1041-A Form 990-BL Form 4720 09 01 Form 990-EZ 10 Form 990-PF 04 Form 5227 05 Form 6069 11 Form 990-T (sec. 401(a) or 408(a) trust) 12 06 Form 8870 Form 990-T (trust other than above) BARRY H. FRANK, ESQUIRE - 1650 MARKET STREET, • The books are in the care of ► FLOOR, PHILADELPHIA, PA - PHILADELPHIA, PA 19103-7393 Telephone No. ► 215-246-3103 FAX No. If the organization does not have an office or place of business in the United States, check this box If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) . If this is for the whole group, check this box 🕨 . If it is for part of the group, check this box 🕨 . and attach a list with the names and EINs of all members the extension is for I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until , to file the exempt organization return for the organization named above. The extension AUGUST 15, 2012 is for the organization's return for: ► X calendar year 2011 or tax year beginning , and ending Initial return Final return If the tax year entered in line 1 is for less than 12 months, check reason Change in accounting period If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any 3a nonrefundable credits. See instructions. If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit. 3b Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System) See instructions Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions