WARNING: YOU TRIED TO OPEN THIS FORM IN AN APPLICATION THAT IS NOT COMPATIBLE WITH SOME OF THE FEATURES ENABLED IN THIS FORM. TO SOLVE THIS PROBLEM, PLEASE USE ADOBE® READER OR ADOBE® ACROBAT AND FOLLOW THE INSTRUCTIONS BELOW.

1. **First, download your form to your computer by clicking on the link on the Forms page.** Depending on your browser, you will see a down arrow or the Save button to download the form. Make sure you make a note of the location the form is saved for later. If you need to prepare more than one copy of the form, copy the form that you downloaded and rename the file name to a different name.

2. If **Adobe® Reader** or **Adobe® Acrobat** is not installed on your computer, you can download **Adobe® Reader** at: https://www.adobe.com/acrobat/pdf-reader.html

3. After downloading **Adobe® Reader**, go to the Menu tab and select Open. Browse to the location that the file was saved in step 1, select the pdf file downloaded and click on Open. You can also use Adobe® Acrobat (Standard, Professional or Studio) to complete the form. ***You do not need to use Fill and Sign to complete the form. You should be able to enter your information in fields that are not yellow. The yellow fields will be calculated for you.***

4. ***After completing the form, use the green Print button on top of the form to print the form. If you use the Print under Menu or File to print the form, blank pages will print.*** If all required fields are not completed, a menu box will appear with items that need to be corrected. When no errors are received, you should receive a menu to print the form. You can change the page option to only print the ones that you need.

Adobe® Reader XI or higher will allow you to save the form data and complete the form.