2024 IRA – Microsoft Word Template

Things to know about using the template.

**Page 1.**

Either free type or cut & paste the information from your previous IRA into each information block, being mindful of where you place your cursor. Do not use unnecessary carriage returns. Plenty of space has been provided in each block to accommodate your text.

The addition of extraneous data or unnecessary carriage returns at the end of text will cause page 1 of the IRA to wrap onto another page, which is not ideal.

Four (4) special text fields are imbedded on Page 1.

*Block 2: Agreement Number*. A special text field has been added here so please type or paste information inside the special text field. This will allow the information to auto-populate to the header area of subsequent pages.

*Block 3: Agreement Beginning and Ending Dates* are also special text fields. Please type or paste information inside the text field.

*Block 4:* The last entry in Block 4 is the *FDID number*, also a special text field. Please type or paste information inside the text field.

Preserving Page 1 formatting.

*Block 7: Special Provisions.* Unless there is a need to add additional provisions due to an unusual situation, do not change the Special Provisions in Block 7. Doing so will cause page 1 of the IRA to wrap onto another page, which is not ideal. If additional provisions need to be added, please decrease the font size of all text in Block 7 to size 8 or 9.

**Page 2 and 3.**

This is where you will add the LGFF Equipment, number of operators, rates, units, and special rates if applicable.

Either free type or cut & paste the information from your previous IRA into each row. Please do not overwrite the information in the left column, which is highlighted blue. The blue column is a placeholder designating the order in which the equipment information must be listed.

BE AWARE: The previous versions of the IRAs had an additional column of information that has not been continued on this IRA template. The Guarantee column (previously the last column, #13) no longer exists. If copying & pasting the equipment data-rows from a previous IRA, please only copy the first 5 columns of information. If you copy the entire row spanning 6 columns and attempt to paste it into this template which only has rows with 5 columns, you will not be happy with the result.

This Word template has purposefully not been restricted, so that users will have flexibility with formatting as needed. For instance, if you only need one page to list your LGFF’s equipment, then you can delete Page 3. If you need additional pages beyond those provided, you can add them.

If you need help with this form, or have questions, please contact Susan Dowler: cell phone 406-461-9977 or email [sdowler@mt.gov](mailto:sdowler@mt.gov)