



Adverse Debt Event Reporting Form

Notice of Credit Rating Downgrade

This form is pursuant to and authorized by Tenn. Code Ann. § 9-21-134(d) and Tennessee State Funding Board Guidelines for debt reporting by public entities

Complete the following form. Email the completed form **and** a copy of the rating agency downgrade report to LGF@cot.tn.gov.

Step 1: Entity Name and Address

Enter Entity Name →

Street Address / P.O. Box →

City, State, Zip Code →

Step 2: Contact Information

The authorized entity representative is meant to be the main contact our office can speak with on issues pertaining to the entity or referenced debt. For example, Chief Operating Officer, Chief Financial Officer, Counsel, Financial Advisor, etc.

	Authorized Entity Representative	Form Preparer
Name →	<input type="text"/>	<input type="text"/>
Title →	<input type="text"/>	<input type="text"/>
Firm (or Gov) →	<input type="text"/>	<input type="text"/>
Phone →	<input type="text"/>	<input type="text"/>
Email →	<input type="text"/>	<input type="text"/>

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Step 3: Steps being Taken

In the field below, explain events leading to the downgrade and, if applicable, the steps the entity is taking to correct the reason(s) for the credit downgrade.

Step 5: Additional Comments (Optional)

The field below is optional. If no additional comments are available, leave the field below blank.

Step 6: Signatures

If completing the form electronically, click within the applicable signature box and type your name.

	Authorized Representative	Preparer
Signature →		
Date →		