

Copyright/Reprint Guidelines and Request Form
© 2010 CCH/Wolters Kluwer. All Rights Reserved.

To protect the copyright for print, CD-ROM, and Internet publications, CCH/Wolters Kluwer has established a set of rules to govern how authorization to reprint is granted (or not) to those who request it. **All requests must be sent via either email or fax. Phone requests will not be processed.**

I. Copyright Clearance Center

CCH/Wolters Kluwer is a member of the Copyright Clearance Center (CCC). Those wishing to reprint CCH/Wolters Kluwer publication materials can contact the CCC for reprint permission.

Phone: 978-750-8400
Fax: 978-646-8600
Email: info@copyright.com
Web Site: <http://www.copyright.com/>

II. Reprint Permission (General Guidelines)

Requests to reprint must include the following:

1. CCH/Wolters Kluwer source: Reporter, Guide, Newsletter, CD-ROM, Internet or other CCH/Wolters Kluwer source
2. Page and paragraph, or other defining description
3. Reason for reprint--intended use
4. Number of copies that will be made

For most inquiries, please fax or forward requests, in writing, to the contacts listed at the end of this document. If the request is sent via regular mail, the address is:

Wolters Kluwer
Reprint Permission
2700 Lake Cook Road
Riverwoods, IL 60015
Email: permissions@cch.com
FAX: 847-267-2516

At the time that full or partial permission is granted, the requesting party will be informed that:

CCH/Wolters Kluwer does not warrant that the information is error-free and disclaims all liability with respect to the results of the use of the information. Although CCH/Wolters Kluwer does its best to provide complete and up-to-date information, we do not insure the user for the consequences of the use of the information. CCH/Wolters Kluwer is not engaged in rendering professional services or advice.

III. Reporter Reprints, Customized Books

Sections of *CCH/Wolters Kluwer* reporting services can be consolidated into book form upon request. Prices are quoted based on page count, quantity, and production costs. All reprint and customized book requests are to be sent in writing to the contact for Quantity Publications listed at the end of this document. Requests must include the information listed above in Reprint Permission (General Guidelines).

IV. Selected Electronic Product Reprint/Reproduction Provisions

Caution: The applicable *CCH/Wolters Kluwer* License Agreement or other applicable terms and conditions (the "Agreement") does not permit a Licensee to copy information from charts or tables to include in a database program without permission from CCH/Wolters Kluwer. In fact, the Agreement and these Guidelines prohibit a Licensee from copying information from charts or tables for inclusion in a database program without written permission from *CCH/Wolters Kluwer*. Content is provided to the Customer for the personal use of the Customer and not for re-sale. Content may be used only for the purpose of Customer's internal affairs, the conduct of its business, or providing professional services to Customer's clients.

Customer acknowledges that the Content constitutes valuable and proprietary property of CCH/Wolters Kluwer or of third parties who have contributed to the Content. If Customer wishes to use the Content in any manner not expressly permitted under these Guidelines, Customer may request permission from CCH/Wolters Kluwer by providing a written description of the intended use and such other information as CCH/Wolters Kluwer may request. Permission may only be granted by an authorized representative of CCH/Wolters Kluwer. The granting of such a request may entail an additional fee payable by Customer.

Customer may make printouts of Content retrieved from a *CCH/Wolters Kluwer* Internet product to the extent permitted under the "fair use" provisions of the Copyright Act of 1976 (17 U.S.C. Sec. 107), or may download and store insubstantial portions of Content (in machine-readable form), so long as such downloading is consistent with the purposes authorized by these Guidelines. Customer shall comply with all applicable conventions regarding copyright and source of material attribution.

V. Requests for Pages or Paragraphs that have been Removed and Discarded

Upon occasion, a requestor may need loose-leaf pages or paragraphs that have since been replaced. *CCH/Wolters Kluwer* does not generally maintain such historical or archival-type information. Any information that *CCH/Wolters Kluwer* could provide as to what now-superseded pages looked like at any point in the past may be extremely speculative.

Requests will be accepted in writing, via fax, e-mail or phone, and must include exact identification of the material to be supplied. Costs associated with the materials vary depending upon the document(s) supplied. Sales tax is charged, when applicable.

Items that can ordinarily be supplied are materials that are maintained in historical transfer binders; Archival or Non-Expiring CDs or prior editions of *CCH/Wolters Kluwer* annually revised titles: Standard Federal Tax Reporter, Federal Tax Compliance Guide (formerly, Federal Tax Manual), and Loose-Leaf Master Tax Guide. *CCH/Wolters Kluwer* Editorial Library will retrieve and mail or fax the documents at the normal photocopying charge. However, this service does not grant any reprint or reproduction rights, with regard to the materials supplied.

As always, the materials that can be supplied directly by Customer Service Representatives are limited to those items that are currently in a Reporter or current publication, items to which *CCH/Wolters Kluwer* has sole copyright, and/or public domain items.

A research charge of \$100.00 per hour is added to normal charges for documents.

FAX Permission to Copy or Reprint from CCH Publications

The Copyright/Reprint Permission form is faxed to: Editorial Library 1-847-267-2516

CCH's International Companies are contacted via the below addresses:

CCH Asia	Web Site:	www.cch.com.sg
CCH Australia	Web Site:	www.cch.com.au
CCH Canada	Web Site:	www.cch.ca
CCH Editions	Web Site:	www.cch.co.uk
CCH Japan	E-mail:	ykato@cch.co.jp
CCH New Zealand	Web Site:	www.cch.co.nz

CCH/Wolters Kluwer
2700 Lake Cook Road
Riverwoods, IL 60015
FAX: 847-267-2516

Date: _____

Title of CCH/Wolters Kluwer Publication: _____

Copyright Year or Date of Issue _____

Specific material: (if space is insufficient, add pages)

Thank you for your request for permission to reprint or copy from the CCH/Wolters Kluwer publication referenced above. Please fill out any blank spaces in this form and fax it to CCH/Wolters Kluwer; if approved, we will fax a signed approval copy back to you. No permission is granted until you receive our signed return fax.

Permission agreement for excerpts listed below:

These excerpts are to be [check one]

- copied and distributed
- reprinted in a work entitled _____

Proposed publication date _____

Quantity and distribution (internal, external, etc.) _____

Purpose (educational, for commercial sale, etc.) _____

Permission to reprint or copy is granted subject to the following conditions, to which the undersigned agrees:

1. Reprint permission is granted only for one issue of your publication or one incidence of copying. No rights are granted for future or continuing reprint or copying. Permission does not permit downloading or other use of these materials in databases or other electronic formats.
2. Copyright acknowledgement will be given on the same page of the reprinted or copied material, or on the first page of the reprinted or copied material as follows:

i. © 2010 CCH, a Wolters Kluwer Business or Wolters Kluwer Law & Business. All Rights Reserved. **Reprinted with permission** from (product name)

3. If you are posting this on a website or an intranet, reuse is granted for only six (6) months. This is in order to guarantee the currency of the information. You will also supply Wolters Kluwer with the URL of the website. The permission granted is nonexclusive, nontransferable, and shall apply only to the specific edition of the work named above (including noncommercial editions for use by the physically disabled) or the specific incidence of copying referenced.
4. You agree to provide to CCH/Wolters Kluwer, upon CCH/Wolters Kluwer's request, a copy of the published work in order to allow CCH/Wolters Kluwer to confirm compliance with this grant of permission.
5. Any use, which is inconsistent with this limited grant of permission, shall be a violation of CCH/Wolters Kluwer copyright and subject to copyright law.

I agree to the above:

Signature of Applicant _____

Date: _____

On behalf of _____

Approval of Request

Permission granted on above terms by _____
for CCH/Wolters Kluwer.

CCH/Wolters Kluwer hereby requests a copy of the published work.

Date: _____