



After the start of your advertising program use this checklist to make certain that all required documentation is in order.

Newspaper

For newspaper reimbursement, include the following:

- Tear sheets with publication date and location (copies accepted)
- Original invoice (must include rates, run dates and times)
- Signed and dated Co-Op Financial Pre-Approval Form
- FloodSmart Training certification, if requesting FloodSmart Agent double reimbursement

Magazine

For magazine reimbursement, include the following:

- A complete copy of publication containing ad
- Original invoice (must include rates, insertion dates and ad size run)
- Signed and dated Co-Op Financial Pre-Approval Form
- FloodSmart Training certification, if requesting FloodSmart Agent double reimbursement

Radio

For radio advertising reimbursement, include the following:

- Original invoice (must include rates, run dates and times)
- A notarized certification of the run dates and times
- Signed and dated Co-Op Financial Pre-Approval Form
- FloodSmart Training certification, if requesting FloodSmart Agent double reimbursement

Yellow Pages

For yellow pages reimbursement, include the following:

- Tear sheets that show publication, date and location (copies accepted)
- Original invoice (must include rates, run publication dates)
- Signed and dated Co-Op Financial Pre-Approval Form
- FloodSmart Training certification, if requesting FloodSmart Agent double reimbursement

Remittance Information

Send materials indicated to:

NFIP Co-Op Program Administrator
J. Walter Thompson
10 Glenlake Parkway
North Tower, 4th Floor
Atlanta, GA 30328