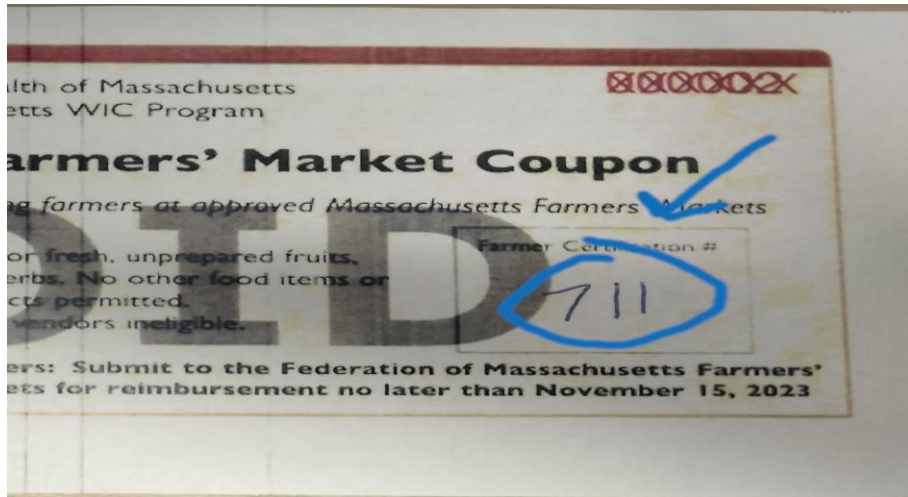


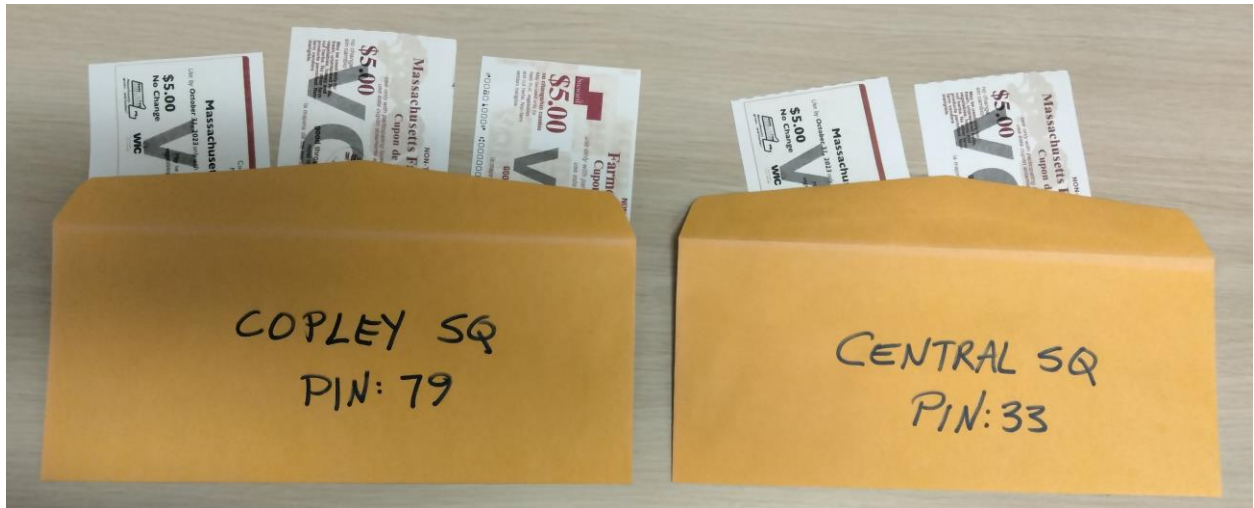
## Preparing Coupons For Submission

1. Stamp or write your certification number in the “Farmer Certification #” box on each coupon. We recommend doing this as soon as possible after you receive the coupon. This cancels the coupon so it cannot be used again.

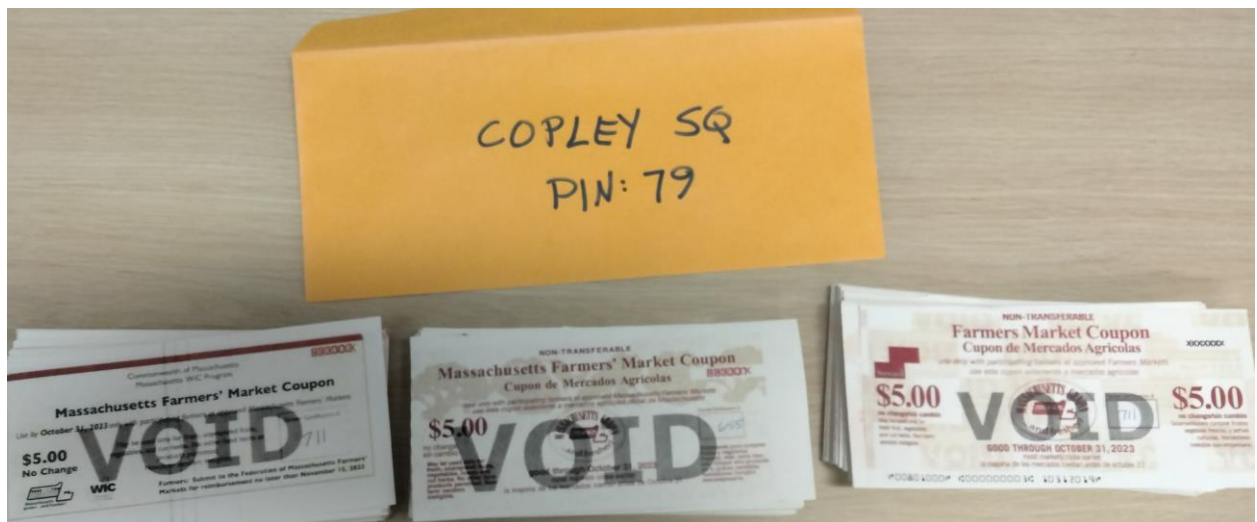
***Do not accept coupons with a number already written or stamped in the “Farmer Certification #” box.***



2. Separate coupons by the market where you received them; see examples below. Do not separate coupons by market date! This may be easier if you keep the coupons separated as you receive them.

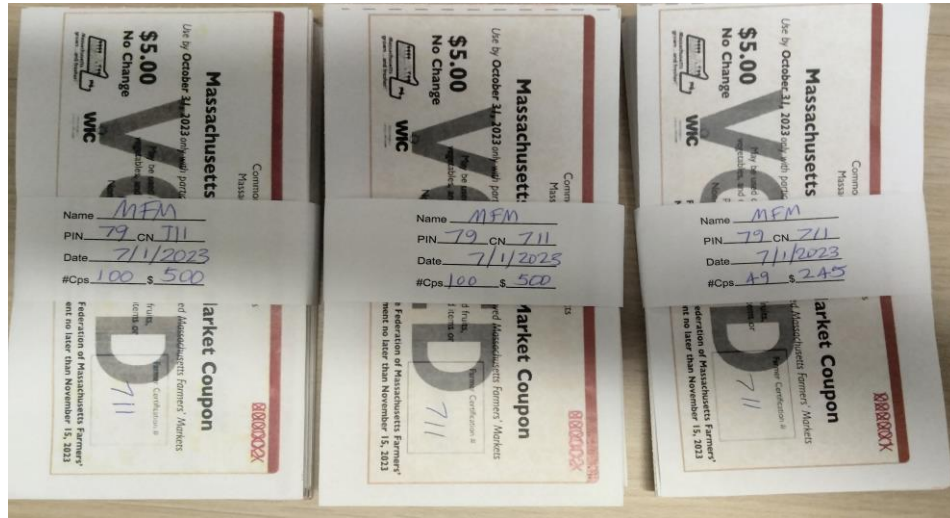


3. For each market, separate the coupons by program (color). Again, this may be easier if you keep the coupons separated as you receive them.

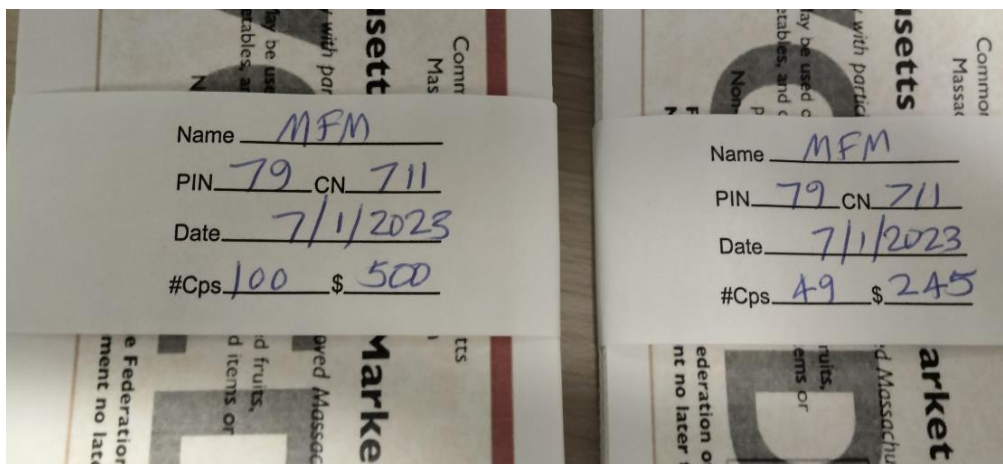


4. Remove staples, paper clips, rubberbands, and any other foreign objects from the coupons.
5. Senior coupons are distributed in perforated pairs. If you accept any like this, carefully tear them apart.

- Count the coupons (separated by market and color) into bunches of 100 coupons (\$500). You will probably have one bunch with fewer than 100 coupons (less than \$500). That's okay.



- Fill out a wrapper for each bunch and wrap it.
  - Name:** Enter your farm name
  - PIN:** Enter the PIN for the market where you received the coupons. Market PINs can be found at the bottom of this site: <https://www.mass.gov/farmers-market-nutrition-program>
  - CN:** Enter your Certification Number
  - Date:** Enter the date you filled out the form
  - #Cps:** Enter the number of coupons in the bundle
  - Ⓢ:** Enter the value of the bundle (#Cps x Ⓢ5.00)



8. Fill out a 2023 Request For Payment (RFP) form each market, providing the count (number) and value (dollar) for each coupon program (color).

**Write firmly to ensure your writing transfers to all copies of the form. If in doubt, check!**

**DO NOT use RFPs from prior years.**

**To request more wrappers & RFP forms:**

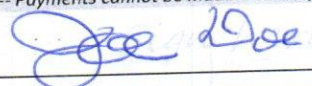
Go to [massfarmersmarkets.org/couponprograms](https://massfarmersmarkets.org/couponprograms)

or contact Joe McIlwain at 781-893-8222 x 1003 or [coupons@massfarmersmarkets.org](mailto:coupons@massfarmersmarkets.org)

9. **SIGN THE RFP!** A signature is required before payment can be made.
10. Keep the yellow copy of each RFP for your records.
11. Package coupons and original white copies of the RFP forms securely for mailing. The coupons have value; package them as you would money or checks. **Remember, farmers are responsible for coupons until received by MFM.**
12. Address your package to:

MFM - Coupon Program  
200 Friberg Pkwy, STE 3000B  
Westborough, MA 01581

Mass Farmers Markets Coupon Program  
**REQUEST FOR PAYMENT (RFP) – 2023**  
★ *Submission must be RECEIVED by Nov 15, 2023* ★

Today's Date:	9/1/2023			
Certification Number:	111			
Farm Name:	ACME FARMS			
Your Name:	Joe Doe			
Your Telephone:	781-893-8222			
★ YOUR SIGNATURE HERE ★ -- Payments cannot be made without your signature --				
				
<b>COMPLETE A SEPARATE FORM FOR EACH MARKET</b>				
Market PIN:	33			
Market Name:	Central Sq			
<b>COUNT THE COUPONS BY COLOR AND ENTER BELOW</b>				
	# of Coupons	x \$5.00	Dollar Value	MFM ONLY
<i>Example:</i>	100	x \$5.00	\$500	
<b>ORANGE (WIC)</b>	249	x \$5.00	1245	
<b>BROWN (Senior)</b>	100	x \$5.00	500	
<b>RED (Steward)</b>	57	x \$5.00	285	
<b>TOTAL AMOUNT DUE</b>			2030	
MFM USE ONLY BELOW THIS LINE				
Verified By	# of Bundles	Amount Due		
Reference No.				

13. We suggest shipping via USPS in one of three ways:

- a. Certified 1st Class
- b. Priority Mail
- c. Parcel Post with a Certificate of Mailing and a Delivery Confirmation

Alternatively, you may use similar services from another parcel carrier. Whatever service you use, **we strongly recommend that you get a receipt that shows the package weight.**

