



Reimbursement Checklist NFIP Agent Co-Op Program

Use this checklist as you prepare to submit your documentation for reimbursement

Newspaper

For reimbursement, include the following:

- Tear sheet with publication name and date and agency address (copies not accepted)
- Original invoice (must include rates and run date)
- Printed copy of your Co-Op confirmation page
- FloodSmart training certification showing training within the past two years
- Co-Op Payment Form

Magazine

For reimbursement, include the following:

- Tear sheet with publication name and date and agency address (copies not accepted)
- Original invoice (must include rates and run date)
- Printed copy of your Co-Op confirmation page
- FloodSmart training certification showing training within the past two years
- Co-Op Payment Form

Radio

For reimbursement, include the following:

- Original invoice (must include rates, run date and time)
- A notarized certification (affidavit) of the run date and time
- Printed copy of your co-op confirmation page
- FloodSmart training certification showing training within the past two years
- Co-Op Payment Form

Yellow Pages

For reimbursement, include the following:

- Tear sheet with publication name and date and agency address (copies not accepted)
- Original invoice (must include rates and publication date)
- Printed copy of your Co-Op confirmation page
- FloodSmart training certification showing training within the past two years
- Co-Op Payment Form

Send materials indicated to:

FloodSmart Co-Op Program
P.O. Box 4128
Oakton, VA 22124