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Branch Stores: Arlington, Everett, Lake Stevens  
[www.co-opsupplyinc.com](http://www.co-opsupplyinc.com)

## **As a Co-Op Member, You Have Responsibilities**

### **Your responsibilities start with your W-9 form**

- Please take care when filling out the W-9 form out. If you don't know how or have questions, please ask for assistance.
- Understand that your legal information is required.
- It must match IRS records.

### **Keep your address and phone number updated**

- We have thousands of members. To get your patronage check in a timely manner, it helps to keep your address and phone number current.

**As a member it is your responsibility to get your name and membership number on receipts**

### ***We do not give out membership cards***

- We know that you maybe in a hurry and don't always think about it, but remember this is your responsibility to make sure that **ALL** your purchases get put on your membership.
- Let us know your last name or account name at the register before your sale.
- Double-check your receipt to make sure your name is on it.
- If your name is not on your receipt, it did not get on your membership account.
- If you leave the store and later realize your purchase did not get on your account, you have three business days to contact us with store purchased at, date, and ticket number of your purchase.

### **Your membership starts the day you pay your \$50.00 fee and the W-9 is filled out correctly**

- If your W-9 form is filled out incorrectly, we will not enter you as a member until it is corrected.
- Any purchase(s) you make interim will not be added to you membership.
- Past purchases will not be added to your membership.

***Again potential patrons, your membership start date is the date you pay your membership fee and have your W-9 form filled out correctly***

*As of 12/14/2011*