

# CO-OP ADVERTISING REIMBURSEMENT FORM



NEIGHBOR HELPING NEIGHBOR SINCE 1886  
**HUMBOLDT MUTUAL**  
insurance association  
*-Looking Out For Your Tomorrow-*

Date: \_\_\_\_\_ Mutual or agency number: \_\_\_\_\_

Company name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address (P.O. Box): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Submitted By: \_\_\_\_\_

**Billboards/Arena Signage** : Submit proof of advertising and a copy of invoice with form. **Amount**

\_\_\_\_\_  
(Description)

**Website** **Your web address:** \_\_\_\_\_

Submit a copy of invoice with form. **Amount**

\_\_\_\_\_  
(Description)

**Print** : Submit clipped-out copy of ad(s) and a copy of invoice with form. **# Ads** **Amount**

\_\_\_\_\_  
(Newspaper Name)

\_\_\_\_\_  
(Newspaper Name)

**HUMBOLDT MUTUAL STAFF USE ONLY:** Print ad(s) comply with co-op requirements. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Radio**: Submit affidavit(s), radio station script and copy of invoice with form. **# Spots** **Amount**

\_\_\_\_\_  
(Station Name)

\_\_\_\_\_  
(Station Name)

**Specialty Merchandise:** Imprinted items through Humboldt Mutual vendor  
Item and imprint must be pre-approved to qualify. Send copy of invoice and item or photo. **Amount**

\_\_\_\_\_  
(Item)

**TV/movie theater ads:** email a video copy of the commercial and invoice with form. **# Spots** **Amount**

\_\_\_\_\_  
(Description)

**Social media/Internet ads:** Submit proof of ad(s) and copy of invoice with form. **# Ads** **Amount**

\_\_\_\_\_  
(Description)

**Submissions must be received at Humboldt Mutual no later than Dec. 20.**

**Return completed form and documentation  
by Dec. 20 by email or mail to:**  
Humboldt Mutual Insurance Association  
513 Sumner Ave, Humboldt, IA 50548  
Email: [jennabeebe@outlook.com](mailto:jennabeebe@outlook.com) or [bob@humboldtinsurance.com](mailto:bob@humboldtinsurance.com)

**PLEASE NOTE:** To qualify for co-op reimbursement, all ads and specialties must include the current Humboldt Mutual's logo. **No exceptions!**

See Co-op Guidelines for rules and regulations. **Please scan and email all documents in one file.**