



**Coupon Redemption Form 2025  
FreshConnect Checks and Farmers' Market Nutrition Programs  
For Farmers and Vendors**

Instructions are on the backside of this form. Complete the redemption form and mail it with the coupons.

**MAIL TO: RPS Processing  
99 Eastlake Rd. Ithaca, NY 14850**

**Farmer/Business Name:** \_\_\_\_\_

**Owner of Farm/Business:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Location(s) coupons were accepted:** \_\_\_\_\_

**Types of products sold:** \_\_\_\_\_

**I would like payment made by:** ☐ Check ☐ Direct Deposit (ACH)

To sign up for Direct Deposit, please fill out this form and RP Solutions will contact you to provide further information.

**Make Check Payable to:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Farmers' Market Nutrition Programs (\$5 coupons)**

**Farmer FMNP ID:** \_\_\_\_\_ (if you do not have an FMNP ID, contact the contact the Department).

**Number of Coupons**

**(\$ Value)**

Farmers' Market Nutrition Programs \_\_\_\_\_

**Submit all coupons for payment by December 15, 2025**

**FreshConnect Checks Program (\$2 coupons)**

**Number of Coupons**

**(\$ Value)**

FreshConnect Checks Program \_\_\_\_\_

**Submit all coupons for payment by January 15, 2026**



## Instructions:

- Each Coupon must be marked in the blank space provided.
- For \$5 Farmers' Market Nutrition Program, you must first be registered and approved by the Department. A FMNP ID stamp must be used to market coupons or there will be no payment.
- For \$2 FreshConnect Checks the FMNP ID stamp, personal business stamp or owner's initials maybe used to mark the space provided.
- We recommend you send in redemptions at least monthly

Coupons must be **properly processed** by the farmer before mailing. This means:

- Stamped with the Farmer FMNP number in the designated spot; do not cover the bar code
- Neatly bundled, not loose in package.
- Facing the same way; (i.e. stacked face up, with FMNP logo in upper right corner)
- Coupons detached from stub,
- No leftover staples that can damage scanner
- Not folded, sticky or crumpled coupons. (These are difficult to feed flatly into scanner)
- Mailed or delivered to the Farmers' Market Federation by December 15 of the current program year

Properly **prepare and document** each coupon mailing:

- Use sturdy envelopes or reinforce them with tape.
- **Get parcel tracking for each package of coupons you send.**
- Take photos (if possible) of the coupons as they are being prepared to ship.
- Record serial numbers on several of the coupons before they are mailed.

### New in 2025:

- Coupons may be submitted using mobile app or by mail
- Coupons are mailed to a new location, and do NOT get mailed to the Farmers' Market Federation in Syracuse

#### **NEW MAILING ADDRESS:**

**RPS Processing  
99 Eastlake Rd.  
Ithaca, NY 14850**

#### **MOBILE APP SIGN UP:**



[forms.office.com/g/J9Jjcvhd8a](https://forms.office.com/g/J9Jjcvhd8a)

## **Contact Information:**

NYS Department of Agriculture and Markets  
[farmersmarkets@agriculture.ny.gov](mailto:farmersmarkets@agriculture.ny.gov).  
518-457-7076 x1

RP Processing Customer Service  
[support@fmvendor.com](mailto:support@fmvendor.com)  
(607) 252-4866