



## Maryland Fund For Horses “Horse Bucks” Hay Voucher Program Hay Vendor Information

**PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE**

**The following are details about how the MFFH Hay Voucher program works...**

- When MFFH receives your Hay Vendor Information sheet (the form above), we will add your information to our database. We will contact you each year to verify your information and continued participation.
- If you chose to have your name listed on our Hay Vendor directory, we'll add you to that as well.
- When we approve an application for assistance, we will work with the applicant to find 1 to 3 nearby hay vendors donating hay or selling hay the applicant can afford. If you are one of the hay vendors, we will send you a brief e-mail alerting you that you may be hearing from one of our applicants.
- It will be the applicant's responsibility to contact you to arrange to inspect your hay, agree on a price with you and arrange pick-up or delivery. The applicant will have a numbered voucher with a specific dollar amount. The applicant can use the vendor to purchase hay and we will pay you the value of the voucher (more on that below).
- The voucher amount may be less than the total price of the hay being purchased by the applicant. If that's the case, the applicant is responsible for paying you the difference between the voucher amount and the purchase price.
- **How you receive payment:** When the applicant presents the voucher as a form of payment, you'll need to do these simple steps:
  - **Fill in the voucher with the amount of hay you're donating/selling to the applicant and the date of sale;**
  - **Put your signature on the voucher;**
  - **Get the applicant's signature confirming that he/she received the hay (this is VERY IMPORTANT);**
  - **Send the completed voucher to Maryland Fund For Horses. Our contact information is on the voucher.**
- Once MFFH has received the completed, signed voucher, we will send you a confirmation and process a payment via check. You should have it within five business days of submitting the completed and signed voucher. If you prefer, we can also submit your payment via PayPal, but you will need to cover any PayPal fees.

**Thank you very much for your participation. If you have any questions about the above information, please contact us. We are happy to answer any questions you may have. We invite you to learn more about Maryland Fund For Horses at [www.mdfundforhorses.org](http://www.mdfundforhorses.org).**