



Retail Marketing Professionals, Inc.

P.O. Box 3219 Duluth GA 30096 800-272-5534 Fax: 888-366-5678

Dear Merchandiser,

Thank you for your interest in Retail Marketing Professionals. Prior to receiving assignments from us we need you to complete the attached paperwork. You may find these documents on our website as well, www.rmp-merchandising.com.

It is very important that you complete these documents and return them to RMP as soon as possible because we cannot issue paychecks without having all your paperwork on file. Please note that unless you have been directed otherwise by a project manager, **you need to complete and submit the W-9 form**. A photocopy of documents that establish your identity and your employment eligibility should accompany the **completed government Employment Eligibility Verification I-9 form**. (Please see the list of acceptable documents. You need to photocopy either one document from List A **OR** one document from List B **AND** List C.) It is helpful to us if you enlarge the document image when photocopying so the document numbers are legible to us. These photocopies are shredded after we record the information.

You may submit your paperwork via the postal service or via fax using the address or fax number noted above; or, if you prefer, you may scan the paperwork and email it to forms@rmp-merchandising.com. Please check to be sure you are submitting the required paperwork in its entirety:

- RMP Application/Information Sheet filled out completely
- W-9 form (unless instructed otherwise by your project manager)
- I-9 Employment Eligibility Verification form
- Photocopy of your identification and eligibility (see list of acceptable documents)

Your Project Manager will provide instructions to you enabling you to obtain the correct project payroll/time sheet to use per assignment. You must always have a store manager sign your time sheet for each day of work. When filling out a project payroll sheet, please be sure to specify the dates of your visit, the store chain, store number and store location, **and of course, your name**. Please be sure all information is legible.

Please feel free to contact your project manager should you have any questions or concerns.

Candy Maher	877-540-5577
Karen Grooms	877-221-9008
Tina Bolton	877-221-9005

We look forward to working with you!

Cordially,

Retail Marketing Professionals