



Printable check list for completing the 50% CostShare Application

Thank you for completing the online portion of your application. However, you are not done! Please make sure to complete and/or send the following. If mailing, please send by courier delivery where documentation can be tracked:

- Application Packet with Original Signatures:
 - Certification Statement - This document confirms that the information in your 50% CostShare application is true. **New this year – you can sign this document electronically online.** If you navigate back to your dashboard and click on 50% CostShare, click the tile that says 'Certification Statement - Unsigned'. Then follow the prompts to verify the Authorized Signer. Or, you can still print, sign and send by courier if you prefer.
 - Certification of Exclusivity (if applicable) – must be signed and sent by courier to SUSTA
 - Private Label Agreement (if applicable) – must be signed and sent by courier to SUSTA
- Pay Your Company's Non-Refundable \$250 Application Fee. Can pay online with credit card or send check by courier to SUSTA
- Most Recent Company Tax Return
 - U.S. Federal Tax Return as submitted to the IRS
- Physical Product Packaging and/or Labels– Original packaging/labels must be submitted every two years (no copies or renderings).
 - Required for each brand name and/or private label name product you will promote as listed in the application. The packaging must include a valid U.S. origin statement.
 - If the product is re-packaged/labels once it arrives at its final destination, the foreign packaging must also include the brand name and U.S. origin statement, plus they must be submitted to SUSTA for prior approval.
 - Each size and variety of a product is considered its own item. Packaging/labels will need to be submitted for each item you would like approved in the program.

After completing the online application, send hard copies of required items to:

SUSTA 50% CostShare
701 Poydras Street, Suite 3845
New Orleans, LA 70139

Useful Tip: All of this information and more can be found in our 50% CostShare Manual.