

WHEN AND HOW DO I RENEW?

If you enroll in October, November, December, January, February, March or April, your renewal date is January 1. If you enroll in May, June, July, August or September, your renewal date is July 1. There is only one renewal date per household. You will receive a renewal statement 30 days prior to your renewal date. Membership dues are payable upon receipt. Second notices will be mailed out five days after the original due date and a \$5 late fee will be applied to all renewals received after January 1 or July 1. If dues are not paid by either February 1 or August 1, you will be required to reapply for TDInc. Membership.

Try to prepare for your renewal in advance:

- 🐾 Get your paperwork in order ahead of time.
- 🐾 If you have 3 year rabies, we still need a copy of that every year. Make extra copies to put with your annual fecal information.
- 🐾 Have a fecal exam done at least one month prior to renewal. Then you will have ample time to get your results or to get treatment if it is positive.

Once you have received your renewal statement:

- 🐾 Sign the bottom of your statement. If you are a T/O, you must sign on both lines.
- 🐾 Include proof of rabies vaccination and negative fecal results.
- 🐾 Return the complete renewal statement with appropriate fees. Do not tear off the top or the bottom of the renewal statement.
- 🐾 Make your check payable to TDInc. or put credit card information in the space provided. All credit card information is deleted once your renewal is processed. Electronic Funds Transfer (EFT) is not accepted.
- 🐾 You may fax renewal, rabies and fecal info to 307-638-2079 or scan and attach to an email if you are paying by credit card.
- 🐾 A check sent without the signed renewal statement, proof of rabies and proof of negative fecal will be returned. All paperwork must be sent in at one time or it will be returned.

We do appreciate all that you do to prepare for your renewal. Postage fees are a huge expense for the organization, and sending back and forth can delay the renewal process by weeks. It will also put your membership in jeopardy. If you have any questions concerning the member renewal process, please contact the corporate office on the toll free number 877-843-7364 or email us at therapydogsinc@qwestoffice.net.