

RSVP Volunteer Mileage Reimbursement

Dear RSVP Volunteer,

Volunteer mileage reimbursements are distributed quarterly* via direct deposit into your checking/savings account. **Please return the enclosed account information form as soon as possible.** Mail your form to: RSVP Volunteer Program, 3333 N. 4th Street, Minneapolis, MN 55412. You can also scan and email it, fax it, or give it to your site coordinator to pass on.

-You may choose to have your reimbursement directly deposited into either a checking or savings account. If you prefer, a paper check can be sent to you.

-Do provide your email address on the enclosed form --to receive notification when your funds have been transferred to your account (You do not need to have email to use direct deposit).

Note about your privacy guarantee: RSVP-Volunteers of America of Minnesota understands how important privacy and security is to our volunteers. We recognize and respect the personal privacy rights of all our volunteers and will work diligently to safeguard your privacy. We are committed to providing the highest level of security and privacy regarding the collection and use of our volunteers' financial information, and assure you that your financial information will be used solely for direct deposit purposes to the financial institution of your choice.

If you have questions or concerns, you may email or call Jyni Koschak: jkoschak@voamn.org or 612-704-6116.

Thank you from the RSVP Staff!

***RSVP's fiscal quarters are:**

- Jan-Mar
- Apr-Jun
- Jul-Sept
- Oct-Dec

-Your *Hours Report Reimbursement Request* forms are due by the 10th of each month (following the month of service). For example, June's forms are due July 10th-- which is also the cut-off date for reimbursement requests for the Apr-Jun quarter.

-Reimbursements are deposited approximately 45 days after a quarter's cut-off date.