Secured Futures
A SECURED ALLIANCE AFFILIATE

TO SUBMIT THIS FORM
FAX: 215-358-2291
EMAIL: email@SecuredFutures.org
MAIL: 10439 S 51st Street STE 225, Phoenix, AZ 85044
PHONE: 602-635-6674

HELPFUL HINTS

FOR SENDING REQUEST FORMS AND OTHER DOCUMENTS

E-MAIL

email@securedfutures.org

If you are e-mailing, please use any of the following formats for the attachments:

PDF, JPEG/JPG, TIFF, PNG

FAX 215-358-2291

GENERAL GUIDELINES

1. Send all requests and documents/images in **1** e-mail or fax.
2. A separate request should be sent for each different payee or vendor.
3. Make sure all paperwork is legible, clear and readable. **Use blue or black ink only – no pencil.**
4. Always e-mail documents as an **attachment**.
    a. Sending links to Dropbox, Google, etc. does not work; also sending documents inside the e-mail (embedded) does not work either.
    b. Note to Mac Users: Make sure your e-mail setting default is set to send 'Microsoft Friendly Documents'.
5. If ordering items from an online store, please **send a screenshot** of the shopping cart in one of the above listed formats along with the request form. **Links will not work** for the shopping cart or your personal account with the vendor.
6. Each request only needs to be submitted once. If you would like confirmation of receipt, please contact us directly.
7. When sending receipts, **send the originals**, be sure to keep a copy for your records. Please maintain receipts in a neat and orderly fashion (unfold and flatten as much as possible) to ensure they are legible when submitted.
8. Fill out all forms completely, attach required documents, and remember to sign.

Do you have a Smartphone?

There are **2** apps available to help you scan and easily send all documents required. Both apps take pictures of your documents and allow you to save them as a PDF/JPG to make it easier to send in an e-mail.

Genius App or **Tiny Scanner**

Download apps from your smartphone's app store today!

**PLEASE ALLOW 5-8 BUESINESS DAYS FOR PROCESSING. INCOMPLETE FORMS WILL BE RETURNED.
FORMS ARE AVAILABLE ON OUR WEBSITE IN THE RESOURCE LIBRARY.
SECUREDFUTURES.ORG**