



Food & Nutrition Service, U.S. Department of Agriculture

Letter of Representation – Designated Representative of SNAP Retailer

The purpose of this Letter of Representation is to designate and authorize a specific person or persons to act on behalf of a Retailer on matters related to SNAP and SNAP Online. Please complete this form and return it to FNS by email: sm.fn.snaponline@usda.gov.

Name of Retailer <i>(Banner and Store name as applicable)</i>	
Doing Business As (DBA)	
Name of Store Owner <i>(Named owner must match with FNS' ownership records)</i>	
Name of Store's Designated Representative(s)	
Contact information for the Designated Representative(s) <i>(Including email, phone number and mailing address)</i>	Email: _____ Phone: _____ Mailing Address: _____ _____ _____
Signature of Store Owner <i>A digital signature is acceptable.</i>	I understand that with my signature below, I am authorizing the Designated Representative(s) named above to act on my behalf when communicating with FNS and USDA in all matters regarding the SNAP Authorization(s), Application(s), and License(s) for the Retailer named above. Signed: _____ Date: _____
Signature of Designated Representative(s) <i>Digital signatures are acceptable.</i>	Signed: _____ Date: _____ Signed: _____ Date: _____