

**INSTRUCTIONS FOR HORSE RECORDING ONLY:**

- 1) IF YOU ARE ALREADY A MEMBER AND NEED TO RECORD A NEW HORSE, PLEASE FILL OUT THE HORSE RECORDING SECTION AND PAYMENT SECTION OF THE FORM IN ITS' ENTIRETY.
- 2) MAKE SURE TO INCLUDE YOUR NAME, YOUR USEF NUMBER, AND A WAY TO CONTACT YOU (PHONE OR EMAIL).
- 3) MAKE SURE TO DESIGNATE AN AWARDS PROGRAM NATIONAL OR STATE
- 4) IF SCANNING AND EMAILING THE FORM, MAKE SURE TO INCLUDE CREDIT CARD INFORMATION SO THAT YOUR HORSE RECORDING CAN BE PROCESSED. FORMS THAT DO NOT INCLUDE PAYMENT INFORMATION ARE NOT CONSIDERED VALID, AND **POINTS WILL NOT BE ACCRUED UNTIL PAYMENT IS MADE**. POINTS ARE NOT RETRO-ACTIVE UNDER ANY CIRCUMSTANCE, NO EXCEPTIONS.
- 5) IF MAILING THE FORM, MAKE SURE TO INCLUDE EITHER A CHECK OR CREDIT CARD INFORMATION. THE HORSE RECORDING WILL BE DATED THE MONDAY OF THE WEEK THAT THE APPLICATION IS POSTMARKED, PROVIDED THAT THE METHOD OF PAYMENT IS COMPLETE AND VALID.