

# PARTICIPATING BUSINESS

## CERTIFICATE IDENTIFICATION & REDEMPTION



Thank you for registering to accept Libertyville Rewards Certificates at your business. Please find information below to assist you in identifying a valid certificate and seeking reimbursement.

The image below shows the appearance of the certificate which is printed on light blue security paper.



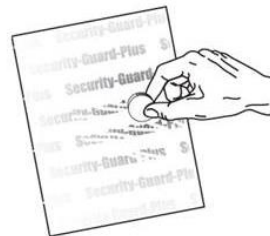
The actual certificate will contain a unique number printed in red here.

Additional verification features include the display of VOID if reproduction is attempted and the appearance of the words "Security-Guard" in light ink on the back side if a rubbed with a coin.



### Hidden Pantograph

When copied on a traditional copier, the hidden pantograph will appear on the attempted copy.



### Coin Reactive Ink

If rubbed with a coin, Security-Guard-Plus watermark becomes visible.

Should you have questions regarding the authenticity of a certificate, please contact Heather Rowe ([hrowe@libertyville.com](mailto:hrowe@libertyville.com); 847-918-2000) or Lacey Benedeck ([lbenedeck@libertyville.com](mailto:lbenedeck@libertyville.com); 847-918-2008).

Participating businesses must complete the back of the certificate at time of purchase.

**Rules & Restrictions: Certificate must be redeemed through a purchase at a participating Libertyville merchant by February 28, 2021.**  
 Redemption value is not to exceed \$25 per certificate. Certificates may be combined on the same retail purchase. Certificates are not redeemable for cash and no change or in-store credit will be issued for purchases of less than \$25. Lost or stolen certificates will not be replaced. Certificates are taxable to the recipient and should be reported on Federal Form 1040 as other income.

For Business Merchants Internal Use

**Business Name:** \_\_\_\_\_

**Customer Purchase Date:** \_\_\_\_\_ **Value of Purchase: \$** \_\_\_\_\_

Business Redemption -- To redeem certificate, please complete above and return to:

Libertyville Rewards  
 Village of Libertyville  
 118 W. Cook Ave.  
 Libertyville, IL 60048

**Business must submit for reimbursement by May 31, 2021.**  
 Business reimbursement will be mailed via check within 30 days of Village's receipt of certificate.  
 Thank you for your participation.

The completed certificates should be mailed or delivered to the Village Hall along with the completed Certificate Reimbursement Request Form. The Village Hall is located at 118 W. Cook Avenue, Libertyville, IL 60048.

**\$25 SHOP LIBERTYVILLE!** SHOP START 60048 TEPOT ALEIS

**CERTIFICATE REIMBURSEMENT REQUEST FORM**

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Return before 05/31/21 to Village Hall. Retain a copy for your records.

Village of Libertyville  
 Village Hall  
 118 W Cook Avenue  
 Libertyville, IL 60048

CERTIFICATE #	VALUE OF PURCHASE	AMOUNT OF REIMBURSEMENT (\$25 per certificate unless purchase was valued less.)

**ACCEPTANCE**

- Stores may not accept certificates from customers after they expire on **2/28/21**.
- The redemption value may not exceed \$25 per certificate.
- Certificates may be combined on the same retail purchase.
- Certificates do not have cash value, therefore if a customer chooses to redeem the certificate for a purchase totaling less than \$25, no change or store credit should be issued, and the balance of the certificate is forfeited. You can encourage the customer to make additional purchases to utilize their entire certificate value.
- Certificate holders will receive either \$100 or \$200 in certificates total, and therefore it would be unlikely for them to possess more than 8 certificates.

**REIMBURSEMENT**

- Reimbursement requests may be submitted any time after 11/1/20 and on more than one occasion.
- No reimbursements will be issued to businesses for requests received after **5/31/21**.
- Include completed certificates with Reimbursement Request Form. Additional forms can be printed from [www.Libertyville.com/Rewards](http://www.Libertyville.com/Rewards).
- Reimbursement check will be mailed within 30 days of receipt.
- Village reserves the right to audit business reimbursement requests.

We appreciate your participation in this program and hope that it is a Rewarding experience. Should you have questions, please contact Heather Rowe ([hrowe@libertyville.com](mailto:hrowe@libertyville.com); 847-918-2000) or Lacey Benedeck ([lbenedeck@libertyville.com](mailto:lbenedeck@libertyville.com); 847-918-2008).