The School for Democratic Management at DAWI

COOPERATIVE NAME

Member Notice of Patronage Dividend

**Suggestion to the user of this form: link it to auto-generate these fields for each member's form from a master document. You can do this using the Mailings function in MS Word and linking to your Excel patronage calculation documents. **

Date: DATE

To: MEMBER NAME

From: COOPERATIVE NAME

Re: Annual patronage dividend

This memo serves as notification that your member patronage dividend from COOPERATIVE NAME for fiscal year YEAR is $X,XXX.

$XXX   Paid in cash on DATE

$XXX   Retained by the cooperative, to be paid out according to the following schedule:

              SCHEDULE DETAIL HERE

You are responsible for paying income taxes on this patronage dividend, and the cooperative will issue you a 1099-PATR form to use in tax filing.

As of DATE, the total balance in your retained patronage account, including any retained patronage from previous years, is $X,XXX.

As a reminder, COOPERATIVE NAME'S relevant policies are: PASTE POLICY HERE

The policies can also be found in the Cooperative's Bylaws, last updated DATE.