

INSTRUCTIONS

1. Create and print transfer invoice in 4HConnect. (Finances Tab - Quick Add)
2. Request a 4H club or county check in the amount that matches the transfer invoice.
3. Mail check and transfer invoice together.

Make checks payable to:
Texas A&M AgriLife Extension

Mail Check/Transfer to:
Texas 4-H CONNECT
Texas A&M AgriLife Extension
1470 William D. Fitch Parkway
College Station, TX 77845

REMINDERS AND TIPS

- Youth and adult enrollment payments should NOT be combined on the same transfer or check.
- Event and Enrollment payments should NOT be combined on the same check.
- Personal checks will NOT be accepted.
- Temporary checks will be accepted but those with hand written account numbers may not be readable by the system and will be returned.
- Any other form or invoice should not be mailed in place of the transfer invoice.
- The transfer invoice and check amount MUST match.
- Noted changes on the transfer invoice will not be considered.
- The check must be made payable to: Texas A&M AgriLife Extension.

TRANSFER EXAMPLE

Financial - Transfer
4hOnline

4-H Year: 2016-2017

SEND TO
Texas 4-H CONNECT / Texas A&M AgriLife Extension 1470 William D. Fitch Parkway College Station, TX 77845 (make checks payable to Texas A&M AgriLife Extension)

AMOUNT	TRANSFER NO.
70.00	28265
PAID	BALANCE
0.00	70.00

ENROLLMENT: 2015-2016

Payment Date	Payment Method	Payment Number	Payment Status	Payment Amount		
County	Primary Club	Name	Membership #	Address	Invoice #	Amount
State Office	Texas 4-H Test Club	Flahive, Bobby	1639353	4209 Camber Court	457881	20.00
State Office	Texas 4-H Test Club	Flahive, Filpo	1639355	4207 Camber Ct	532711	25.00
State Office	Texas 4-H Test Club	Flahive, Jack	1639354	1875 Westlake Dr	532697	25.00

The check and transfer will be returned to the county extension office with an explanation letter if there are issues with the payment or transfer.