

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

Mailing through United States Postal Service:
Texas A&M AgriLife Extension/4-H CONNECT
2473 TAMU
College Station, TX 77843-2473

If you are overnighting mail through FedEx, UPS, or Lone Star you can use the physical mailing address of:
Texas A&M AgriLife Extension/4-H CONNECT
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

4-H Year: 2016-2017

SEND TO
Texas A&M AgriLife Extension / 4-H CONNECT
2473 TAMU
College Station, TX 77843-2473
(make checks payable to Texas A&M AgriLife Extension)

AMOUNT	TRANSFER NO.
20.00	32704
PAID	BALANCE
20.00	0.00

ENROLLMENT: 2016-2017

Payment Date	Payment Method	Payment Number	Payment Status	Payment Amount
03/31/2017	Check		Pending	20.00

County	Primary Club	Name	Membership #	Address	Invoice #	Amount
State Office	Texas 4-H Test Club	Doe, DaughterDoe	10016	123 Doe Ln.	584854	20.00

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.