

INVOICING STEPS MUST BE DONE IN ORDER

STEP 4 - PREPARING AND MAILING

CLUB OR COUNTY CHECK PAYABLE TO: TEXAS A&M AGRILIFE EXTENSION

COUNTY PAYMENT CHECKLIST

TOP 5 REASONS PAYMENTS ARE RETURNED ARE BOLDED AND HIGHLIGHTED BELOW

Check: Amount in numeric form (in the box) matches the amount in words(on the line).
Check: Amounts on the check must match the invoice amount exactly.
Check: Must be from a county or club since personal checks cannot be accepted.
Check: Payable to has to contain the words "Texas A&M AgriLife Extension".
Check: Primary required signature on the correct line.
Check: Secondary required signature on the correct line or a note on why it's not being provided.
Check: Check and invoice must be in the same envelope. Invoice exclusion causes processing delay.
Invoice: Invoices can be combined on one check as long as the total matches the check amount.
Invoice: Should not have any noted changes about members listed or amounts.
Payments arrive quicker when the words "4HOnline Business Office" is on the envelope somewhere.

COUNTY CHECK EXAMPLE

COUNTY ENVELOPE EXAMPLE



County or Club Name 0001
Any Street, Anytown
Tel: (001) 555-0000
DATE 1-1-2024

Pay to must contain the words as shown below:
PAY TO THE ORDER OF **Texas A&M AgriLife Extension** \$ 110.00
One hundred and ten dollars ← Must Match 0/100 DOLLARS

My Bank
Any Street, Anytown
Tel: (001) 555-5555

RE Invoice #000000 - No requirements here

John Smith First Signature Required
Ann Vogel Second Signature or note to tell us why not provided.

Security features included. Details on back.

County Name
County Mailing Address
City, State, Zip Code

Texas A&M AgriLife Extension-4HOnline
2473 TAMU
College Station, TX 77843-2473

RUSH DELIVERY

REGULAR DELIVERY

Overnight USPS, FedEx, UPS, or Lonestar:
Texas A&M AgriLife Extension-4HOnline
Texas A&M University
1470 William D Fitch Parkway
College Station, TX 77845

Texas A&M AgriLife Extension-4HOnline
2473 TAMU
College Station, TX 77843-2473

Do not overnight to 2473 TAMU since it takes a few extra days to get to us after the mailroom receives it. The State 4-H Office is not responsible for mail that is not delivered as promised by the shipping company.