

**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**

<b>Check: Amount in numeric form (in the box) matches the amount in words(on the line).</b>
<b>Check: Amounts on the check must match the invoice amount exactly.</b>
<b>Check: Must be from a county or club since personal checks cannot be accepted.</b>
<b>Check: Payable to has to contain the words "Texas A&amp;M AgriLife Extension".</b>
<b>Check: Primary required signature on the correct line.</b>
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: Any Street, Anytown, Tel: (001) 555-0000, 0001  
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  
Signatures: 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.**