



PAYMENT OPTIONS AND PROCEDURES

Direct Payment with a Check

- Bills, reimbursements, or payment requests by physical check
- Submit signed distribution request including bill/invoice/receipts
- Indicate where check should be mailed in “Physical Check Instructions”
- Payment will be mailed directly to vendor

Payment Over the Phone

- Available for vendors/providers that allow manual credit card entry
- Call office ahead of time to discuss phone payment and schedule a time with your Trust Administrator to pay for service
- Vendor/provider will fax us an invoice for payment
- Trust Administrator will call the vendor to pay over the phone
- A copy of the receipt is sent to the office once payment is processed

Online Orders

- Create an account on the store website
- Add the items to the online shopping cart
- Send a signed distribution request to your Trust Administrator with the login information, summary of purchases and the amount
- Trust Administrator will log in, view the items and process payment



Reimbursement to Third Party Credit Card

- Provide credit card website login information or a copy of your credit card statement to your Trust Administrator
- Send distribution request with receipts for items you purchased with the credit card
- Trust administrator will review the request and log into your account to process a payment from the trust in the amount of your purchase
- Credit cards cannot be paid without documentation confirming the purchases accounted for in the balance