



HOW TO MAKE PAYMENTS TO THE FREESTORE FOODBANK

A guide for Partner Agencies

Payments must be made by check; we do not receive credit card or cash payments. When issuing checks, **please include the agency number and the invoice number(s)** in the payment's description. Make sure the checks are written on an account of the pantry or affiliated church of the same name as the pantry. Checks should be made payable to Freestore Foodbank, and be sent by mail to **3401 Rosenthal Way, Cincinnati, OH 45204, Attn: Accounts Receivable.**

Please remember that we prefer agencies use their credits sooner rather than later (Hunger Walk credits are good for a year and expire at the end of June; CSFP Credits are good for a year). If you have a credit with us that is more than the total on your invoice, the credit will automatically be applied to your account towards payment and will be reflected on your monthly statement. If the credit is lower than the total on the invoice, please make a note with your payment that you would also like to apply your credit to that payment.

If you have any questions regarding payments, please email your Agency relations Coordinator or [Help@Freestore Foodbank.org](mailto:Help@FreestoreFoodbank.org).

Visual for how credits show on statement:

Date	Invoice#	Amount	Description	Amount paid	Due date	Outstanding
03/31/2022	22033109	(5,000.00)	Donation	(2,359.37)	03/31/2022	(2,640.63)
06/29/2022	22069081	(910.00)	Hunger Walk 2022	0.00	06/29/2022	(910.00)
10/27/2022	22102708	(300.00)	Senior Box October	0.00	10/27/2022	(300.00)
11/28/2022	22112809	(300.00)	Senior Box November	0.00	11/28/2022	(300.00)

Sample Check:

Agency Name on Account	002
Address	Date ___/___/___
Pay to the	\$ _____
Order of FreeStore Foodbank	
Sample Bank	
Sample Bank Address	
For Agency & Invoice numbers	
987674567-560935 0279984501	Signed