

Dear Town of Matthews Vendor:

Below are the guidelines for invoicing and receiving payments from the Town of Matthews. Following these guidelines will ensure vendor payments are processed in a timely and efficient manner.

1. There are two options for submitting invoices to the Town. With either option you choose, please send one copy only of each invoice.
 - a. Option 1 – email your invoices to accountspayable@matthewsnc.com. If you choose this option, **do not** mail invoices. (Address to be formatted the same as option 2, even if emailing.)
 - b. Option 2 – mail your invoices:
Town of Matthews
Attn: Accounts Payable
232 Matthews Station Street
Matthews, NC 28105

2. If your invoice includes a SHIP TO address, please continue to use the actual address where goods or services are delivered. **For example**, your invoice may appear as shown below:

Billing Address

Town of Matthews
Attn: Accounts Payable
232 Matthews Station Street
Matthews, NC 28105

Ship to

Matthews Police Department
1201 Crews Road
Matthews, NC 28105

3. The Town of Matthews **is not exempt** from sales tax. Please include all applicable State and County sales taxes on your invoices. Taxes must be on a separate line(s) on the invoice and not combined with the cost of goods or shipping/freight costs.
4. The Town offers electronic funds transfers (EFT) for payment of invoices. To obtain the EFT Authorization form, please visit the Forms/Documents page on our website www.matthewsnc.gov or the Finance page. We encourage all vendors to take advantage of this secure, efficient method of payment. The form is included in this packet for your convenience.
5. Before payments can be processed, all vendors **must** complete a **Town of Matthews Vendor Application** and a form **W-9** to ensure IRS compliance. The form W-9 is included in this packet or may be obtained at www.irs.gov.

The Town of Matthews makes every effort to pay vendors on time. With your assistance, we are confident that these guidelines will benefit us both. If you have questions, please contact Brian Lee at (704) 708-1223.

Thank you.

Christopher Tucker
Finance Director
Town of Matthews Finance Department