

# 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** in the payment's description. Checks should be made out to **The Freestore Foodbank**, and be sent by mail to **1141 Central Parkway , Cincinnati, Ohio 45202**.

A sample check form for Freestore Foodbank. The form is white with a gold border. At the top left is a small logo of a person holding a globe. To its right is a box labeled "INSERT NAME ADDRESS CITY, STATE, ZIP CODE". In the top right corner is a box labeled "0001". Below the name box is the text "PAY TO THE ORDER OF" followed by a line for "FREESTORE FOODBANK". To the right of this line is a box for the dollar amount, with a "\$" symbol to its left. Below the dollar amount line is the word "DOLLARS". Below that is a box labeled "INSERT Bank Name (example: Bank of 5th Grade)". Below the bank name box is the text "FOR" followed by a line for "AGENCY & INVOICE NUMBERS". At the bottom left is a MICR line with the number "812345678918". At the bottom right is a box labeled "0001". A red stamp in the upper right quadrant of the check area reads "NOT A LEGAL CHECK FOR TEACHING USE ONLY".

Please remember that **we prefer for agencies to use their Cashback credits and any other credits** sooner rather than later. If you have any credit with us, you do not need to issue a payment; just ask your Agency Relations Coordinator to apply your credit to the balance. If you are unsure about having any credit left with us, please ask your Freestore Foodbank representative about it.