

# Billing Submission Checklist

\_\_\_\_\_

**ORGANIZATION NAME**

\_\_\_\_\_

**FOR THE MONTH**

\_\_\_\_\_

**BILLING DUE DATE**

**QUANTITY**

\_\_\_\_\_ MEMBER ADD/CHANGE RECORDS

\_\_\_\_\_ BANK DEPOSIT TICKETS - CARBONS

\_\_\_\_\_ ADJUSTMENT RECORDS

\_\_\_\_\_ GROUP CHARGE SUMMARIES

\_\_\_\_\_ GROUP CHARGE SUMMARIES NEEDED FOR NEXT MONTH

**NUMBER OF MEMBERS BEING BILLED:**

\_\_\_\_\_ LIVE-IN MEMBERS      \_\_\_\_\_ DORM MEMBERS

\_\_\_\_\_ TOWN MEMBERS      \_\_\_\_\_ OTHERS

Please list any checks from members which were returned from your bank this month for non-sufficient funds, etc:

Date Check Deposited	Check #	Member Name	Amount	Check One	
				On Acct.	Misc. Income
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please indicate any change in status of a member from last quarter billing to this quarter:

Member ID#	Member Name	Last Quarter Status	This Quarter Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continue on back if necessary)

I understand that any missing or confusing information may cause the billing for my organization to be late. Furthermore, the information provided with this submission is, to the best of my knowledge, true and correct.

\_\_\_\_\_

Treasurer Signature

\_\_\_\_\_

Date