

Chapter Credit Card Process Guidelines For Headquarters Processing

1. For credit card processing through headquarters, please fill out the AWTI Headquarters Credit Card Processing Form and return it to headquarters.
2. Each form must be completely filled out before headquarters accounting will process the credit card transactions.
3. Fax the completed form to Headquarters at 856-423-3420. If unable to fax, you can mail the completed form to:
AWTI
19 Mantua Rd
Mt Royal, NJ 08061
4. Once faxed or mailed, send an email to Headquarters at awti@talley.com requesting confirmation of receipt, including when the form was faxed or mailed. DO NOT ATTACH the credit card form.
5. Once the form is complete, headquarters will process the credit cards submitted and cut a check in the total amount to the Chapter indicated on the form. The checks will be issued to the Chapter the Thursday of the next week.
6. Once the check is received, shred the form. Do not keep credit card numbers on file.