

## **Note to Advisors & School Accounting Department From the NTHS Accounting Department**

Greetings from the NTHS accounting department!  
The following tips should help to keep the financial part  
of your NTHS chapter running smoothly:

- Please provide us with your NTHS chapter name or number whenever you contact us with a question about your account.
- All orders must be entered online at [www.nths.org](http://www.nths.org). **Prior to placing orders, check with your school's bookkeeping department to see if you are required to use purchase order numbers.** When you enter your orders, proceed to checkout and select the type of payment that you will be using. If you will be using a P.O. and have that number, please enter it in the space provided. If you do not have a P.O. number available, type in the word "Check" or "N/A" and continue completing your order.
- Invoices will be **emailed** to the advisor and financial contact (if provided) on the account. Please forward invoices to the appropriate person or contact us to add a financial contact to your account to ensure payment is processed and received within 30 days. Accounts with past due invoices will be placed on credit hold which could delay shipments. If you would like to pay by credit card, you can use this secure link. <https://nths.org/credit-card-payment/>
- When you send your payment, please reference your NTHS chapter number, school name, OR the invoice number. We require school checks or student money orders. (Personal checks will be returned.) For your convenience, we also accept major credit cards. All school checks or money orders should be made payable to NTHS and sent to P.O. Box 1336, Flat Rock, NC 28731.

Feel free to contact us with any questions about your account. You may email us at the address listed below, or call our toll free Advisor line, 1-800-801-7090.

We wish you a great school year and we look forward to working with you!

Sincerely,

*Christy*

Christy Swift  
Chief Financial Officer  
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