## **FAQ's for County Treasurer's office**

- Do I need to supply your office with a W-9 if I am turning in a claim/invoice for payment? Yes. Please click on the following link for a W-9. You cannot receive your payment until we have your completed W-9 on file in this office. You may email it to: mcfinoff@maysvilleky.net.
- How soon after I turn in my invoice will I receive payment? ALL payments from this
  office must be approved by Fiscal Court before payment can be made. Your invoice
  must be received by the 5<sup>th</sup> of the month in which you are requesting payment in order
  to be processed for payment at Fiscal Court. Please call Megan Davenport at 606-5646381 with any questions.
- The supervisor that contacted me to order supplies/services/equipment, has guaranteed payment. Does my payment have to go before Fiscal Court? Approval of your payment has to go before Fiscal Court and only a Purchase Order can guarantee payment.