

Nicole R. Virgil, C.S.

Member, Christian Science Board of Lectureship
630.433.6241 (cell)
billing@nicolevirgil.com

For the Treasurer

(July 1st, 2023 - June 30th, 2024)

Thank you for taking care of the financial component of your church's lecture. The information on this page is designed to help facilitate your work.

1. Invoicing

- A. **Airfare** will be purchased 8-15 weeks before your lecture date (if needed.) If airfare is purchased, you will receive an invoice for this single expense at the time of purchase. *Please submit airfare reimbursement upon receipt of the Plane Fare Invoice.*
- B. **The Lecture Fee Invoice.** A speaking fee invoice will be sent to the Lecture Chair shortly after the lecture is booked with TMC. Payment is due 10 days prior to the lecture. (See invoice for exact date.) See below for payment information.
- C. **The Expense Invoice** (for non-airfare expenses) will be created after I return home. I may have other lectures after yours, and so the Expense Invoice may be emailed to you several days, or weeks after your lecture event has concluded.
- D. Please pay these invoices *separately* (for tax reasons.)

2. Payment Options

- A. Zelle (Electronic Payment) **preferred*
 - a. Use phone number for Zelle payment: (630) 433-6241
 - b. **Put your FULL branch name & city in the Zelle memo line (so we know who it's coming from.)**
- B. Traditional Paper Check - Make Check Payable & mail to:
**Nicole Virgil
P.O. Box 102
Elmhurst, IL 60126**

3. I will bring a hard copy of my W-9 to the lecture. This will assist with your 1099-NEC filing at tax time.

4. All billing & expense related questions should be sent to: billing@nicolevirgil.com

Please be in touch if you have any questions, and thanks again!

Sincerely,

Nicole Virgil, C.S.