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January 19, 2021

TO: Kappa Sigma Members

RE: Invoices and Payments Through QuickBooks Online

To Kappa Sigma Members:

Please be advised that The Alumni House Fund Association will be handling all invoicing and payments through QuickBooks Online (“Quickbooks”). We believe the increased functionality on QuickBooks versus Legfi will be beneficial for all parties. Below is a list of questions and answers to help assist in the transfer to QuickBooks.

Do I need a Quickbooks Account?

No, but you may setup an account if you wish to save your payment information. You will be emailed a copy of all invoices at the e-mail address previously on file with Legfi. The e-mail will have instructions on paying your invoice. Quickbooks accepts credit card, debit card, ACH bank transfer, Apple Pay, and additional supported third-party payment services. Once an invoice is received, you can either (1) have no account and enter your payment information every time you receive an invoice, or (2) setup an account with Quickbooks and store your payment information for each invoice received.

What is the timeline for swapping to QuickBooks?

You will no longer be able to view and pay invoices through Legfi by March 1, 2021. Beginning with the Spring Semester of 2021, all invoices will be billed through QuickBooks. You may access Legfi until March 1, 2021 to pay any past due balances. If they are not paid by said date, the balances will be transferred to QuickBooks.

Do I have to pay through Quickbooks?

You will receive an email containing the invoice from QuickBooks, but you do not have to pay through QuickBooks. You may mail a check payable to Alumni House Fund Association at P.O. Box 549, Rolla, MO 65402.

Thanks in advance for your cooperation and assistance in the transfer from Legfi to Quickbooks. Please contact Tiffany Blankenship at Kean and Company (573.426.8297) or me (e-mail and phone above) if you have any questions.

Sincerely,

Stephen Hoffmann