**Instructions for filling out Payment Voucher forms:**

When filling out the PV, please fill in the following fields:

**1.)** **Vendor name & address:** Your name & address, or the name & address of the company which you are billing under.

**2.) Vendor Code:** The code issued to you by the Committee for you or the company you are billing under.

**3.) Vendor Invoice Number:** This can be of your choosing. It will be used as a reference number when your payment is issued, so it should be something that will allow you to identify the payment. Due to privacy concerns please do not use the name of the defendant in this box. Please note, the Commonwealth requires that all invoice numbers used on bills submitted be unique. Please assign each bill a unique vendor invoice number. **Failure to assign each bill a unique invoice number may result in delayed payment or rejection of your bill.**

**4.) Description:** This can be a description of the expense, and please attach any receipts showing proof of payment, and a copy of the ad placed in the newspaper.

**5.) Dates of Service:** The date(s) the job was performed.

**6.) Amount:** Please enter the total amount of the bill here.

**7.) Vendor’s Certification:** You will sign the PV form here.

After you have completed the PV form, please attach proof of indigency. This can be in the form of the Attorney’s NAC#, or an affidavit of indigency from the court. And also a copy of the notice.

Please forward the payment voucher, along with any necessary documentation, to the following address:

Committee For Public Counsel Services

Attn: Accounts Payable Unit

75 Federal St.

6th Floor

Boston, MA 02110

Bills are generally processed & paid within 30 days of receipt.