



INVOICING GUIDELINES

Rodale's accounting department uses Catalyst, an imaging and workflow tool, which provides you with the ability to upload an image of your invoice and inquire on the status of your pending invoices and payments.

If you are a first-time freelancer for Rodale you can submit your invoice one of two ways, either by snail mailing it to the below address, or by registering for Catalyst and uploading it electronically there. Details for each method are as follows:

1)

Mail your invoice and a completed W9 (or W8 if you are a non-US resident) form to one of the following addresses:

For standard mail:

Rodale Inc Accounts Payable
INCLUDE PROPER ROUTING CODE
PO Box 30132
College Station, TX 77842

Overnight deliveries should be sent to:

Rodale Inc Accounts Payable
INCLUDE PROPER ROUTING CODE
211 Quality Circle, Suite 100
College Station, TX 77845

Your W9 (or W8) must be on file in order to use Catalyst, the internet-based system. A **W9** can be found at this link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3> and a **W8 for non-US citizens only** can be found at this link for an individual: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf> and this link for a corporation: <https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

2)

Log-on to the following site and create a self-service account within Catalyst: <https://rodale.catalyst.cognizant.com>. From there, you can upload your invoice. Having an account with Catalyst will also allow you to monitor the status of paid and unpaid invoices online.

All invoices must include:

- **A routing code.** Please place this number on your invoice and also on the envelope if you are mailing. Note that routing codes are different for each Rodale publication:

Bicycling: **1101141112100**
Bicycling.com: **5201141212100**
Men's Health: **1101120112100**
Prevention: **1101110112100**
Prevention Online: **5201111012100**
Rodale.com: **5203110012100**
Rodale's LLC: **5201180112100**
Rodale's Organic Life: **1101151112100**
Runner's World: **1101130112100**
Women's Health: **1101145112100**
Women's Health Online: **5201145212100**
Books Editorial: **8150000012610**

- **Your editor's name.**
- **Your name and payment address.**
- **A short description of your assignment.**
- **An invoice number, date, and amount.**
- **Payment terms.**

***Please do not send your contract or assignment order with the invoice!**

Expenses should be submitted using the same guidelines outlined above. Your expense invoice should include a detailed list of expenses with clear corresponding receipts attached.

Unfortunately, accounting will not attempt to process invoices received with required information missing. Such invoices will be returned to you for correction.

We appreciate your cooperation. If you have any questions regarding Catalyst or any inquiries on your invoice status, please let me know or contact the Rodale accounting department at 610-967-7716, accountspayable@rodale.com. (But please do not send your invoices to this email address.)

Thank you!