

Invoice Requirements

CFA International, Inc.

Any invoices submitted for the CFA International, Inc. entity must include the following:

Must be billed to:

CFA International, Inc.
Attn: Staff Contact
c/o 5200 Buffington Road
Atlanta, GA 30349

Invoices are required to have the following information:

- Chick-fil-A Staff Contact Name
- Supplier Name & Address, Supplier Contact Name
- Supplier Federal EIN
- Unique invoice number
- Invoice date
- Detailed description of goods received, or services performed
 - Separate line for each unique item shipped or service performed
 - Quantity of goods shipped and/or delivered
 - Subtotal by category (i.e. subtotal for goods, subtotal for services, etc.)
- Delivery or ship-to address for the goods or services provided
 - Must include City, State and Zip Code at a minimum
- Invoice amount & currency type to be remitted
- Payment terms that match the contract
- Payment remit-to address and banking information for ACH payments

- ★ Valid invoice coding or purchase order number
- Separately stated amounts for:
 - Taxable tangible personal property
 - Non-taxable tangible personal property
 - Taxable services
 - Non-taxable services
 - Freight or Shipping and handling
 - Deposits or prepayments paid to vendor, if applicable
 - Discounts, allowances, credit memos, and overpayments
 - Interest, finance charges, penalties, and other fees
 - Any other (non-SUT) tax or fee charged
 - Include separately stated amount for non-SUT tax or fee charged
 - Include separately stated rate of non-SUT tax or fee charged
 - Sales tax rate charged & amount, if applicable

★ Check with your Staff Contact for this information



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Tax Compliance

Sales and Use Tax

Sales and Use Tax is a tax that applies to the retail sale, use, consumption, or storage of a Taxable Item and is charged on the sales price of Taxable Items and bundled transactions. Taxable Items include tangible personal property, taxable services, admission fees, and bundled transactions. Designated professional services and services rendered to other merchants may be subject to sales tax depending upon state law. CFA International, Inc. is a United States entity and is subject to applicable sales tax. Certain types of products and services may not be subject to sales tax due to statutory and other exemptions or exclusions from sales and use tax as provided under the laws of various taxing jurisdictions. To claim these exemptions, proper invoicing is required, and proper completion of applicable certificates is required. Please refer to the invoice requirements and U.S. taxability and exemption requirements to ensure these requirements are met.

Note: CFA International, Inc. is a United States entity and is subject to applicable US sales tax. CFA International, Inc.'s US Federal Taxpayer Number is 61-1860522, Georgia Tax ID Number is 20302576607, Georgia Sales & Use Tax Account Number is 309-409047.

