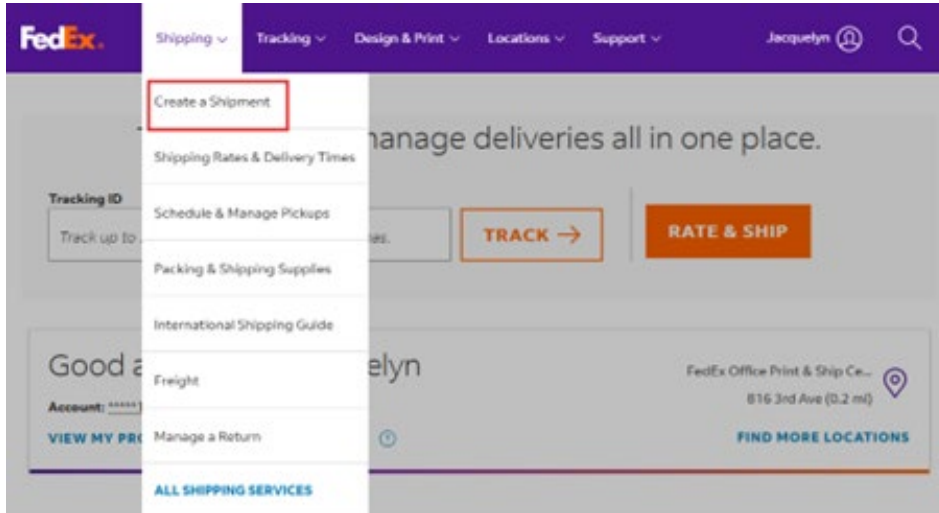


Sign up instructions for FedEx Overnight check delivery

Using FedEx Overnight delivery is a secure and easy way to get check payments, without the trip downtown or the expense of courier services. This method is preferred to in-person check pickup.

1. To use FedEx, go to FedEx.com and log in or create an account.
2. Click "Shipping" then "Create Shipment" to go to the "Address" entry page.

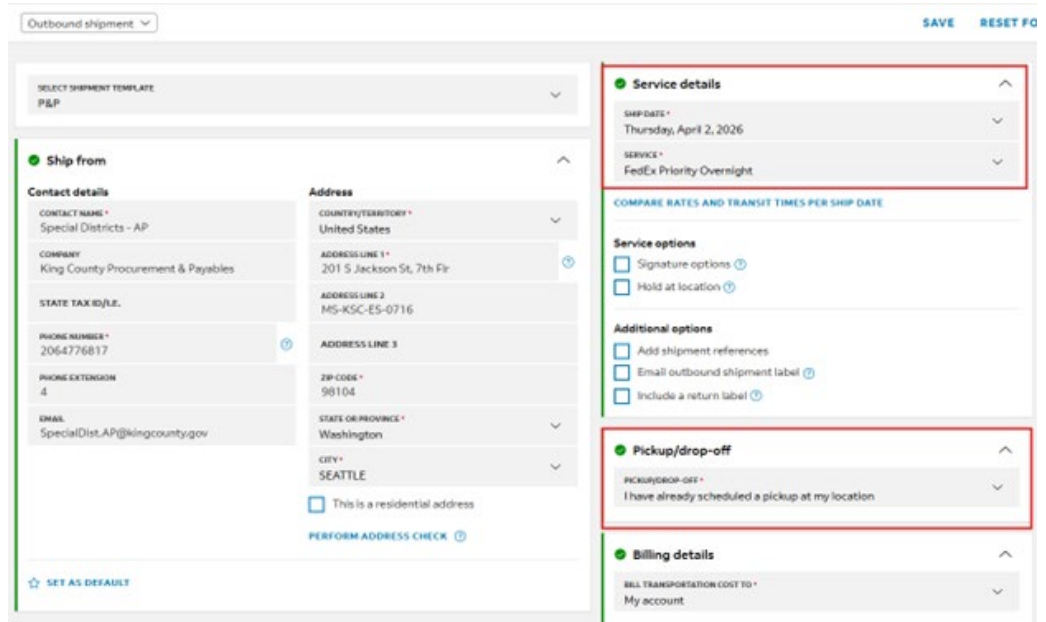


3. Enter the information below in the "Ship From" fields and select the check date (For example: Wednesday, June 24) and then "FedEx Priority Overnight".

4. In the "Pickup/Drop-Off" section, select "I have already scheduled a pickup at my location."

The pick up location is King Street center:

Special Districts – AP
 King County Procurement & Payables
 201 S. Jackson Street, 7th Floor, MS-KSC-ES-0716
 Seattle, WA 98104
 Phone: 206-477-6817



Outbound shipment

SELECT SHIPMENT TEMPLATE
 P&P

Ship from

Contact details	Address
CONTACT NAME * Special Districts - AP	COUNTRY/TERRITORY * United States
COMPANY King County Procurement & Payables	ADDRESS LINE 1 * 201 S Jackson St, 7th Flr
STATE TAX ID/IDLT	ADDRESS LINE 2 MS-KSC-ES-0716
PHONE NUMBER * 206-477-6817	ADDRESS LINE 3
PHONE EXTENSION 4	ZIP CODE * 98104
EMAIL SpecialDist.AP@kingcounty.gov	STATE OR PROVINCE * Washington
	CITY * SEATTLE
	<input type="checkbox"/> This is a residential address

PERFORM ADDRESS CHECK

SET AS DEFAULT

Service details

SHIP DATE *
Thursday, April 2, 2026

SERVICE *
FedEx Priority Overnight

COMPARE RATES AND TRANSIT TIMES PER SHIP DATE

Service options

Signature options

Hold at location

Additional options

Add shipment references

Email outbound shipment label

Include a return label

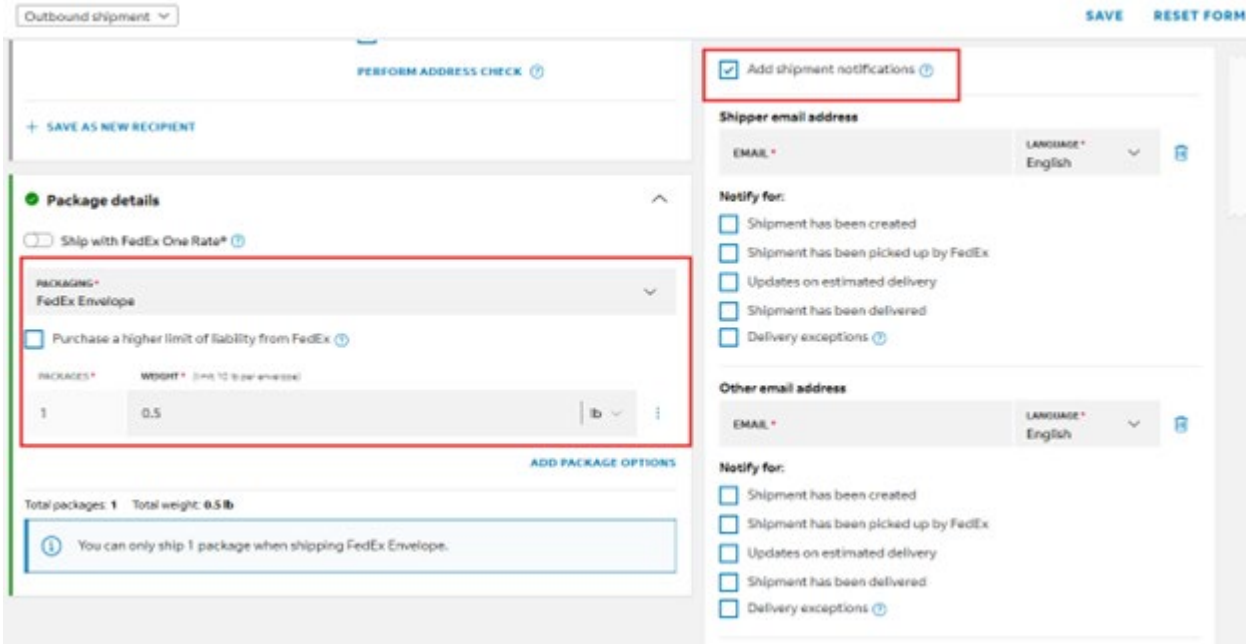
Pickup/drop-off

PICKUP/DROP-OFF *
I have already scheduled a pickup at my location

Billing details

BILL TRANSPORTATION COST TO *
My account

5. If you would like shipping notifications, check the box and enter your email address. Under Package details, select “FedEx Envelope” and enter the weight depending on how many warrants will be in your batch. (100 sheets is roughly 1 lb.)



The screenshot shows a shipping form with the following elements:

- Top right: **SAVE** and **RESET FORM** buttons.
- Left side: **PERFORM ADDRESS CHECK** button and **+ SAVE AS NEW RECIPIENT** button.
- Package details** section (highlighted with a red box):
 - Toggle: **Ship with FedEx One Rate***
 - PACKAGING*** dropdown menu: **FedEx Envelope**
 - Checkbox: **Purchase a higher limit of liability from FedEx**
 - PACKAGES*** table:

PACKAGES*	WEIGHT*	(1=1 lb per envelope)
1	0.5	lb
 - ADD PACKAGE OPTIONS** button
 - Summary: **Total packages: 1 Total weight: 0.5 lb**
 - Info box: **You can only ship 1 package when shipping FedEx Envelope.**
- Right side: **Add shipment notifications** (checked, highlighted with a red box).
- Shipper email address** section:
 - EMAIL*** input field
 - LANGUAGE*** dropdown menu: **English**
- Notify for:** list of checkboxes:
 - Shipment has been created
 - Shipment has been picked up by FedEx
 - Updates on estimated delivery
 - Shipment has been delivered
 - Delivery exceptions
- Other email address** section:
 - EMAIL*** input field
 - LANGUAGE*** dropdown menu: **English**
- Notify for:** list of checkboxes:
 - Shipment has been created
 - Shipment has been picked up by FedEx
 - Updates on estimated delivery
 - Shipment has been delivered
 - Delivery exceptions

6. Scroll down to the bottom of the page and click “Finalize”.

7. Save a PDF copy of the shipping label and attach it to the email you send to central.ap@kingcounty.gov with your voucher approval document.

For questions or assistance, please contact us at specialdistrict.ap@kingcounty.gov or 206-477-6817