



THE UNIVERSITY of TENNESSEE

KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

VENDOR PAYMENT SELECTION FORM

Please select one of the payment options listed below and provide the necessary information. Both pages of this form must be returned. Please call 865-974-3086, if you need assistance.

Vendor Name: \_\_\_\_\_ SSN/FEIN # \_\_\_\_\_

<p>Vendor Contact: _____ E-Mail: _____          (Required For E-Payables and Direct Deposit/ACH)</p> <p>Phone: _____</p> <p>(Vendor's employee who will be posting payments received from the University)</p> <p>If your company has other addresses (including remittance addresses) that will accept this same payment method and payment details, please list them below (use additional pages if necessary).</p>   
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UT Vendor #: \_\_\_\_\_  
(For UT use only)

ACH Notification Email: \_\_\_\_\_  
(If different from Vendor Contact Email)

Payment Option - Must Select One.

- E-Payables** – This is the fastest payment method and the terms are “Net 0”. **For E-payables the Vendor must be equipped to process credit card payments.** The vendor will be supplied a University credit card **number** – a plastic card will not be provided. The account will have a zero balance. However, once an invoice(s) is approved for payment, funds will be loaded to the account and a secure electronic remittance advice will be sent to the contact listed above along with approval to charge the card number for the amount of the invoice(s). **The vendor will then KEY into their credit card machine the card number and amount of payment to process the payment.**

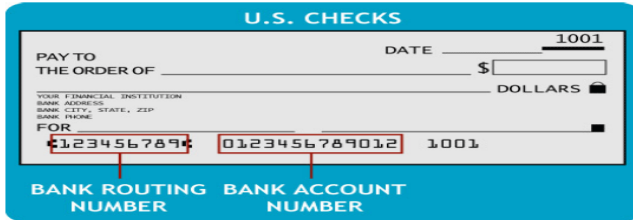
Is there a dollar limit accepted on card? If so, please give limit. \$ \_\_\_\_\_

(continued on next page)

- Direct Deposit, ACH – This payment method requires the vendor have a US bank account.** The payment will be direct deposited into your bank account 30 days after the invoice date or the date the goods or services were provided, whichever is later. To process this information the University needs your bank routing number and bank account number, which can be located on your checks. See illustration below.

Bank Name \_\_\_\_\_ Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Routing # (9 digits) \_\_\_\_\_ Bank Account # \_\_\_\_\_



Checks are the most expensive method of paying vendors. Payment by checks for domestic vendors will only be permitted in special circumstances and requires approval from the Treasurers Office. The payment terms for this method are net 40.

- Check (for Foreign vendors only)**

**Certification**

Under penalties of perjury, I certify that the above information is complete and accurate. If direct deposit was the method selected, I hereby authorize The University of Tennessee to automatically deposit payment for invoices into our account at the financial institution listed. I also authorize withdrawal transaction from the account, limited to the amount of the original deposit, in the event of an overpayment or erroneous deposit. This authorization will remain in effect until The University of Tennessee has received, in writing, our cancellation notification.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

Printed Name and Title \_\_\_\_\_

Please return form via one of the following:

1. **New Vendors** - Return to University of Tennessee Department requesting information
2. **Existing Vendors** -Fax to 865-974-2701 or
3. **Mail to:**

**The University of Tennessee  
Treasurer’s Office  
301 Andy Holt Tower  
Knoxville, TN 37996-0100**