Here are a few helpful tips for completing these documents:

- If this payment is to an individual, do not include any information about a business on line 2 of either form (Business Name). Complete this only if we will be paying a business entity.
- Names and addresses **must match exactly** on both forms.
- Do not worry about Section 2 (Order Address) on the New Supplier form. We are not using a purchase order for this payment.
- If you'd prefer to be paid via direct deposit, please complete section 3 of the New Supplier form and **be sure** to *"Attach a copy of a current voided check or include a bank letter on bank letterhead, signed by a bank representative. Either option must include the individual/company name, routing and account numbers pre-printed by the financial institution."*
- If you'd rather receive the check by mail, **do not include any bank information** and check the "**To opt out of Direct Deposit**" box (this is the most common payment option).
- If you submit a void check, the account number and routing number you include on the New Supplier form **MUST** match exactly (including any leading zeros) or your form will be rejected.