

University of South Alabama

Purchasing

650 Clinic Drive, Suite 1400
Mobile, AL 36688-0002
(251) 460-6151 Fax (251) 414-8291

Accounts Payable

650 Clinic Drive, Suite 1400
Mobile, AL 36688-0002
(251) 460-6191 Fax (251) 461-1518

Request for Information: Individuals and Vendors

Complete this form and return it to the University Purchasing Department via fax, email, or mail. Vendors are required to use the exact legal name of their business

Name Business/Individual: _____

DBA (doing business as): _____

Business name, if different from individual or parent company name

Taxpayer Identification Number-Enter your TIN (if available) that corresponds to the name entered above. For individuals and single-member LLC's that are disregarded entities, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

_____-_____-_____- OR _____-_____

Social Security Number

Employer Identification Number

***Check appropriate box for federal tax classification; check only one of the following boxes:**

☐ Individual/Sole Proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Govt. Agency
single member LLC (which is a disregarded entity)

☐ Limited liability company (which is not a disregarded entity). Enter the tax classification (C=C corporation, S=S corporation, P=partnership: _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner is the owner of another LLC that is not disregarded from the owner for US tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (please explain) _____

Are you or any of the officers/members/owners of your organization related to a USA employee? ☐ Y ☐ N

If yes, list name(s) of employee(s) _____

Are you or any of the officers/members/owners currently or previously employed by USA? ☐ Y ☐ N

If yes, list position(s) held _____

For individuals, are you a US citizen? ☐ Y ☐ N If no, list country of citizenship _____

Order From/Solicitation Address:

Remit to Address:

Street _____ Street _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Business Ownership: (Check the appropriate box)

☐ Minority-owned ☐ Female-owned ☐ Disabled ☐ Veteran ☐ Other _____

Type of products/services provided: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____



University of South Alabama
Procurement Services - Authorization for Electronic Direct Deposit

Select One: <input type="checkbox"/> New <input type="checkbox"/> Change	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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*If the University already has your information and there have been no account changes, this form is not required

Section 1 – Vendor Information

Name (printed):	USA (J) Number:	Contact Name:
Street Address:		
City:	State:	Zip Code:
E-mail Address (for notification of direct deposit):		Phone Number:

Section 2 – New Financial Institution Information

Name:		
Street Address:		
City:	State:	Zip Code:
Exact Depositor Account Name:		
Nine-Digit Routing Transit Number:	Account Number:	

Section 3 – Existing Financial Institution Information (when requesting banking information change)

Name:		
Street Address:		
City:	State:	Zip Code:
Exact Depositor Account Name:		
Nine-Digit Routing Transit Number:	Account Number:	

Section 4 – Signature and Other Information

<small>By submitting this form, I certify that the information provided on this form is correct and understand that I am responsible, upon receiving USA notification of deposit, for verifying with my bank that my account has been credited. I understand that expenditures made from my account without such verification will be made at my own risk. I agree to promptly notify the USA Purchasing and Accounts Payable Departments of changes in name, address, and/or account status. I authorize the financial institution named above to process the credit entries initiated by USA. I understand that this authorization remains in full force and effect while I am a vendor for USA unless USA receives my timely written to terminate or unless USA notifies me that EDD or my participation in EDD is to be terminated.</small>	
Printed Name:	Title:
Authorized Signature:	Date:

*If we are making deposits on your behalf into a U.S. Bank institution and then the entire payment is transferred to an international bank, please contact the USA Accounts Payable department @ (251) 460-6191. Further information can be obtained at www.nacha.org

New Vendors: Complete and return this form to the USA department with which you are or plan to engage in business activities. Direct submissions to Accounts Payable or Purchasing will not be accepted.

Existing Vendors Requesting a Change: Please complete and return this form to the Purchasing Department via email or Purchasing Department, 650 Clinic Drive, TRP 3, Suite 1400, Mobile, AL 36688.



UNIVERSITY OF SOUTH ALABAMA

The University of South Alabama (USA) offers two methods of vendor invoice payment, the Hancock Whitney Bank **Payer Direct Hub** ePayables system, and/or via **ACH** (Automated Clearing House). All vendors must select one of these two methods when applying for a USA Vendor Identification (J) Number or upon any USA contract award.

Payments via ePayables Bora Payment Systems' Payer Direct Hub

Vendors who choose to participate in the **Payer Direct Hub** ePayables payment option will be paid "due immediately". Once an invoice is approved for payment, an electronic remittance advice will be sent to the vendor via email. The remittance advice will include statement-type information such as invoice numbers, dates, and payment amounts. Payments can be retrieved with USA's designated account number that will be assigned to each supplier.

There are two options when using the **Bora Payment Systems' Payer Direct Hub**:

1. Buyer Initiated Payment (BIP) Process

- Vendor sends invoice to USA
- Hancock Bank (**Payer Direct Hub**) uses the Visa card network to make payment, authorization is immediate
- Vendor receives payment directly in their designated bank account, usually within 24 hours **without having to take any action**
- Vendor receives electronic confirmation and has access to **Hancock Whitney Bank's Payer Direct Hub** portal for details associated with payment

2. Supplier Initiated Payment (SIP) Process

- Vendor sends invoice to USA
- Vendor receives an email with instructions to log into **Hancock Whitney Payer Direct Hub** to obtain card information and their remittance advice. Payment is sent to the Vendor once the card payment information is entered by the supplier and authorized.
- Vendor receives payment directly in their designated bank account, usually within 24 hours after they input the card payment. Hancock Whitney Bank uses the Visa card network to make payment.
- Supplier has access to **Hancock Whitney Bank's Payer Direct Hub** portal for details associated with payment. Visa supplies settlement file to PDH to close.



UNIVERSITY OF SOUTH ALABAMA

To Enroll:

- To enroll in the **Hancock Whitney Bank's Payer Direct Hub** payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to your USA department contact.

Select One:	
Supplier Initiated Payment:	<input type="checkbox"/>
Buyer Initiated Payment:	<input type="checkbox"/> - <i>You will be contacted to provide additional merchant bank information</i>
Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	

- *This is either a Receivable Department email or designated person to process card transaction payments.

Payments via ACH (Automated Clearing House)

ACH payments are electronic **payments** are made directly to the vendor's checking or saving account for the purpose of bill payment. The University's standard payment term for ACH payments is Net/30 calendar days.

To Enroll:

- To enroll in ACH payments, please complete the attached USA Authorization for Electronic Deposit Form and return it along with a Vendor Registration Form USA via email to your USA department contact. Additional forms may be accessed by visiting <https://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/identification.html>