Accounts Payable: Payment Methods

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Qualifications for Payment Method</th>
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</table>
| Check Payment                  | ▪ Domestic Payments  
                                  ▪ International Payments                                                                             |
| Electronic Funds Transfer (ACH/EFT) | ▪ Direct Deposit (Automated Clearing House (ACH) transaction  
                                  ▪ Domestic USD payments ONLY  
                                  ▪ Wire Transfers  
                                  ▪ International payments in requested currency  
                                  ▪ Single Use Accounts (SUA)  
                                  ▪ Credit card payments to certain vendors |

*(NOTE: ACH/EFT is the preferred payment method and is less costly than check, especially for vendors who will be paid more than once. ACH/EFT also expedites payment to payees)*

Document Sequence Number for each payment type:

- ACH payment document number begins with: 1xxxxxx
- SUA payment document number begins with: 4xxxxxx
- Check payment document number begins with: 3xxxxx
- Wire payment document number begins with: 4xxxx and only has 5 digits

Where do I send refunds or voided checks?

- Vendor/Non-employee refunds and requests to void a check should be sent to;  
  - Shared Services, 344 Winchester Ave., as follows:  
  - When asking AP to void a check, you should write one of the following options on the check:  
    - Void the check and Cancel the transaction  
    - Void the check and Reissue the transaction  
- When sending refund checks to Shared Services please include the following:  
  - Valid PTAEO  
  - Any supporting documentation