Direct Deposit:
Boston University is continuing to “go green!” All vendors are encouraged to set up their Direct Deposit accounts immediately.

How can I set up my Direct Deposit account?
1. Go to this website: www.paymode.com/bu
   a. Fill out the form
      i. On the form, “Corporate Tax ID” is your EIN or Social
2. Your direct deposit will be in place within 2 weeks. Note: It is possible that the first payment may be sent by check.

When can I set up Direct Deposit?
Now. This can be set up at any time. If you get this into place now, even if you do not have an invoice to be paid, your payment will automatically be routed through the Direct Deposit process.

Also,
• Bottom Line Tech works with Bank of America.
• You do not need a BOA account.
• This is a secure site that is used by many of the BU vendors.
• This is a new process, the old direct deposit will not work.
• Did you know, once you submit your first invoice with your w-9, you will not need to include your EIN/SS on your ongoing invoices?!

Please direct all questions to Jeannette Ocampo Welch, ODS DHHS Coordinator jowelch@bu.edu.

Thank you,

BU ODS DHHS