

## Bank of America ePayables Program Request Form

Boston University provides its suppliers with the ability to receive payment via the Bank of America ePayables program. Suppliers must complete this form in its entirety in order to receive credit card payments. A Bank of America VISA credit card number will be provided to the supplier on behalf of the Trustees of Boston University within 5-7 days. Boston University is not responsible for any fees imposed by your credit card processing provider.

Financial or Accounts Receivable Representative should complete the below fields:

**(Company name)** \_\_\_\_\_ **agrees to accept payments via the Bank of America ePayables program and adjust my company's payment terms to 30 days after the invoice date.**

<b>Full Name of Representative Completing Form:</b>	
<b>Title:</b>	
<b>Email for remittances: (remittance advice can be sent to multiple email addresses)</b>	
<b>Telephone Number:</b>	
<b>Date Signed:</b>	
<b>Signature:</b>	

Please submit this form to Boston University Accounts Payable by email at [payables@bu.edu](mailto:payables@bu.edu) or by fax to 1-617-353-3600 (Attn: ePayables).

If you have any questions or would like to discuss the ePayables program, please contact [payables@bu.edu](mailto:payables@bu.edu).