**JMU DIGITAL DISBURSEMENT CONSUMER PAYMENT OPTION**

Thank you for expressing interest in James Madison University’s Digital Disbursement Payment Option. *Note: this payment option is available for payments to Consumers that are External Vendors providing goods or services.* **Vendors must be actively enrolled through their financial institution to receive Zelle payments using their email address.** Please complete the information below and a JMU representative will reach out to you with additional information. THIS PROCESS IS NOT FOR UNIVERSITY EMPLOYEES.

**Individual Name**

**Contact Email Address**

**Zelle Email Address**

Enter Payment email address for your Zelle account

**Confirm Zelle Email**

**Contact Phone (+Area Code) Extension**

**Contact Address Line #1**

**Contact Address Line #2**

**City/Town Name State**

**Zip/Postal Code United States Domestic Payments Only**

**Digital Disbursements Payment Consent Authorization Acknowledgement required to receive payment:**

**I consent to receive automated emails to the Zelle email address provided above for authentication and payment notifications.**

**ENTER FIRST AND LAST INITIALS IN BOX TO CONSENT (i.e. Dolly Madison would enter DM)**

Email this form and a completed Commonwealth of Virginia W-9 form to [**jmuvendors@jmu.edu**](mailto:jmuvendors@jmu.edu)**.** *Direct questions related to enrolling to* [*jmuepayments@jmu.edu*](mailto:jmuepayments@jmu.edu)*.* You will be contacted by a representative from JMU with further instructions on completing the setup for this payment option. **Individuals are responsible for maintaining profile with James Madison University to ensure successful delivery of payments.**

***Note: Digital Disbursement Payments are available for payments to Consumers.*** *This option is not available for regular Accounts Payable/Procurement Vendors.*