**JMU ELECTRONIC VENDOR PAYMENT OPTIONS**

Thank you for expressing interest in James Madison University’s Electronic Vendor Payment Options. Please complete the information below and a Bank of America (Paymode X) or JMU representative will reach out to you with additional information.

**Virtual Payables Commercial Card (net 15)** *or* **Paymode X ACH Payment (net 30)**

Please indicate your preferred payment method above.

**Company Legal Name/Individual Name**

**Company Trade Name/DBA**

**Contact Name Contact Title**

**Contact Email Address**

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

**Contact Address Line #1**

**Contact Address Line #2**

**City/Town Name State/Province**

**Zip/Postal Code**

**If your organization has different remit information from above, please complete the remit section below:**

**Remit Contact Remit Contact Title**

**Remit Email Address Remit Phone (+Area Code)**

**Remit Address Line #1**

**Remit Address Line #2**

**Remit City/Town Name Remit State/Province**

**Remit Zip/Postal Code**

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) *or the epayables accountant at 540.568.6888.* You will be contacted by a representative from Bank of America or JMU with further instructions on completing the setup for these payment options.

***NOTE: Supplier is responsible for maintaining profile with Bank of America for Paymode X ACH Payments and will be provided access by the Bank of America Paymode Team.***