

(Revised December 2019)

As part of an effort to gain efficiency in processing our supplier payments, we have updated our supplier file packet, which includes the Supplier Information Form, ACH Enrollment Form, and IRS W-9.

**Supplier Information:**

Upon completion, the Supplier Information Form and IRS W-9 can be returned via email to [apsupplr@mailbox.sc.edu](mailto:apsupplr@mailbox.sc.edu), fax (803) 777-9586, or by mail to the address below. **If your Federal Identification Number is a Social Security Number,**

**do not send via email for security purposes.** Purchasing will be sending purchase orders via email, so please be sure to include

an email address on the Supplier Information Form.

If you have any questions regarding these forms, please do not hesitate to contact the Supplier Team by email at [apsupplr@mailbox.sc.edu](mailto:apsupplr@mailbox.sc.edu).

**University of South Carolina**

**Controller’s Office Attn: Supplier Setup**

**1600 Hampton Street, 6th floor**

**Columbia, SC 29208**

**ACH Disbursement Program:**

USC offers an ACH Disbursement Program. This program is optional to our suppliers, but it is our preferred method of payment. By participating in this program, you can eliminate waiting in long lines at your bank and gain the benefit of a quicker deposit to your company’s account. We encourage all of our suppliers to join the ACH Disbursement Program and enjoy the benefits of a no-hassle payment process and quicker access to your money.

To enroll in the program, complete the attached ACH Enrollment Form and return it by mail to the address below or by fax to (803) 777-9586. **Please do not send banking information via email for security purposes.** A new ACH Enrollment Form must be submitted with any update to banking information.

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If you have any questions regarding the ACH Disbursement Program, please do not hesitate to contact the Supplier Team by email at [apsupplr@mailbox.sc.edu](mailto:apsupplr@mailbox.sc.edu).

We are continuing to work to improve our business services for all of our suppliers and we thank you for your assistance in providing this important information.

USC Controller’s Office