

## PROCESS FOR OBTAINING MCMASTER UNIVERSITY'S BANKING INFORMATION

Please direct all requests for McMaster's banking information to Accounts Receivable ([macpay@mcmaster.ca](mailto:macpay@mcmaster.ca))

### 1. Has a MacBill invoice been issued?

- A MacBill invoice should be issued for all receivables for the University.
- McMaster's bank account details, as well as the proper University address and bank address, are provided to the customers on the invoices. The invoices also include alternative payment methods.
- Currently, payments are posted to Mosaic manually. MacBill's system-generated invoice numbers and customer ID numbers are key identifiers, crucial to making payment automation possible.
- For more information on MacBill, please contact [macpay@mcmaster.ca](mailto:macpay@mcmaster.ca).

### 2. If, after the receiving a MacBill invoice, the external customer requires banking information:

- **Completed on their company vendor/supplier set-up form:**
  - Accounts Receivable will provide a signed bank letter directly to the appropriate contact at the organization, securely via DocuSign, fulfilling all necessary fields on the vendor form relating to banking information.
- **Entered onto their Accounts Payable online portal:**
  - Accounts Receivable will review, create a login, and enter the bank account information.