PROCESS FOR OBTAINING MCMASTER UNIVERSITY’S BANKING INFORMATION

Please direct all requests for McMaster’s banking information to Accounts Receivable (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.

2. If, after 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.