**CASH PAYMENT APPLICATION**



**IOT BILLING DEPARTMENT INDIANA OFFICE OF TECHNOLOGY**

100 N Senate N551 Indianapolis, IN 46204 Telephone Number 317-232-3171 Fax 317-234-0917

|  |  |
| --- | --- |
|  | **INFORMATION ABOUT THE APPLICANT** |
| Name of Agency or Organization \* | Reference Project Name or Number on Invoice |
| Address *(Number and Street)* \* |
| Address *(Suite, Building and Floor)* |
| City\* | State\* | Zip Code\* |
| Billing Contact Name \* | Billing Contact Email \* | Billing Contact Telephone Number \* |
| Technical Contact Name | Technical Contact Email | Technical Contact Telephone Number |
| Email (to where you want your IOT invoices submitted. Preferably a payables group email):  |  |

\*Required Fields

BILLING ADDRESS *(IF DIFFERENT FROM ABOVE)*

|  |
| --- |
| Name of Agency or Organization |
| Address *(Number and Street)* |
| Address *(Suite, Building and Floor)* |
| City | State | Zip Code |

Invoice Payment Terms are Net Due Upon Receipt.

Submit Completed Form to iotaccounting@iot.in.gov

**Electronic Payments:** If you wish to pay your invoice via ACH please request this by submitting an email to iotaccounting@iot.in.gov. Do not request ACH for a one-time invoice/payment.

**Check Payments:** Should be made out to **INDIANA OFFICE OF TECHNOLOGY** and mailed to the following address:

INDIANA OFFFICE OF TECHNOLOGY ATTN: IOT ACCOUNTING DEPARTMENT 100 N. SENATE AVENUE N551 INDIANAPOLIS, IN 46204

|  |  |  |
| --- | --- | --- |
| Approver of Account Set-Up | Title | Date |
| **INFORMATION BELOW FOR IOT USE ONLY** |

Create PeopleSoft Number (IOT Accountant Accounting) Assigned PS ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add to Pinnacle (IOT Billing Administrators) Cash Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add to A/R Email Distribution and Contact Information Lists (Accounts Payable Team)