



**Vision Service Plan
ePayables Payment Program**

Thank you for participating in VSP's ePayables program! This is our most convenient payment option that will eliminate check processing costs, reduce exposure to check fraud and eliminate collection costs associated with lost or misplaced checks, eliminate the need to give out banking information for ACH payments, and shorten the payment cycle.

Please complete this form for account set-up and return it to ePay@vsp.com. Within 24 hours of our receipt of the completed form, you will receive a welcome e-Mail from the Bank of America portal worksno-reply@works.com with account details. If you do not receive the welcome e-mail (please also check your junk/spam folder) please contact us at ePay@vsp.com.

When payments are issued, the remittance advice will be sent to the e-mail address designated on this form and funds will be available within 24 hours. Should you have any questions about the program or payments please contact us at ePay@vsp.com.

Authorization Agreement

I hereby authorize Vision Service Plan to honor the agreement below. I understand that there is no cost in signing up for this program. However, standard merchant credit card processing fees may apply. I agree to not charge any portion of these fees back to Vision Service Plan. Payment terms and prompt payment discounts will not change. If at any time this information changes, I will notify Vision Service Plan immediately.

Vendor Name: _____ Telephone: _____

e-Mail for Remittance Advice e-Mails: _____

Authorizer Name and Title: _____

Authorizer Signature: _____

Authorizer e-Mail (if different than above) : _____

Please indicate one of these set-up options:

- 1) Visa card information can be stored on file. Please send the remittance advice to the remittance e-mail specified above.
- 2) Visa card information cannot be stored, please send the account information with each payment via secure e-mail to the remittance e-mail specified above.
- 3) Visa payments can be made online by VSP Accounts Payable.
Website for online payments: _____
- 4) Visa payments can be made over the phone.
Phone number for accounts receivable: _____