VERIZON

Quick Reference

Summary

The State of Wisconsin will begin paying Verizon via ACH to minimize account application errors and overall time committed to these accounts.

The following selections will need to be used to make payments via ACH: *(ACH is not currently active, correct location usage needs to be executed by all agency's 1st)*
Supplier ID: **0000004128** (defaults to Loc-9)

> Invoice Remit Address: **PO Box 16810 Newark NJ**
> Location ID: **Loc-9**
> Address ID: **9**

> Invoice Remit Address: **PO Box 15124 Albany NY**
> Location ID: **Loc-8**
> Address ID: **8**

> Invoice Remit Address: **PO Box 64498 Baltimore MD**
> Location ID: **Suffix-B**
> Address ID: **4**

__Note:__ Verizon has authorized ACH payments for supplier ID 0000004128 Loc-8, Loc-9 & Suffix-B ONLY.
Bedminster NJ location should continue to pay via Check at this time. The locations contain address-specific accounts. Only the address/location combinations listed above should be used. No other combinations are valid for ACH payments.

Check pay location only:
> Invoice Remit Address: **180 Washington Valley Road Bedminster NJ**
> Location ID: **MAIN**
> Address ID: **2**

Definitions

Examples of how the Verizon Wireless Account Number may be entered into the into the STAR voucher Invoice Number field.

- To avoid payments being rejected and to ensure proper posting, you must include in the addenda 7 record your invoice or account number in one of the formats referenced below.
- Payments will be rejected and not posted properly if the account or invoice # is modified or truncated. Refer to the invoice number or account number on the Verizon Wireless billing statement.

- In the case where there are dashes/hyphens separating portions of an account number, entry of the dashes is optional; they have no impact on the processing or posting of the payment.
- If your AP system restricts using the same account number with your payments (i.e., no duplicates), please then refer to your Verizon Wireless invoice number (referenced below in item 1) as an alternative, which changes each month.
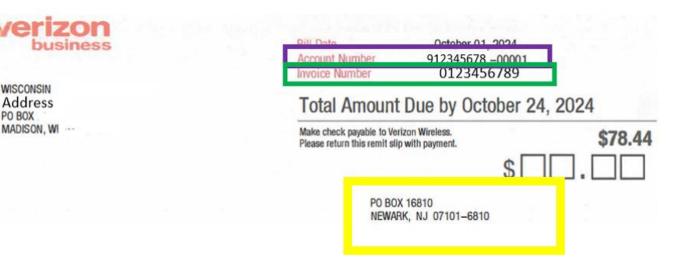
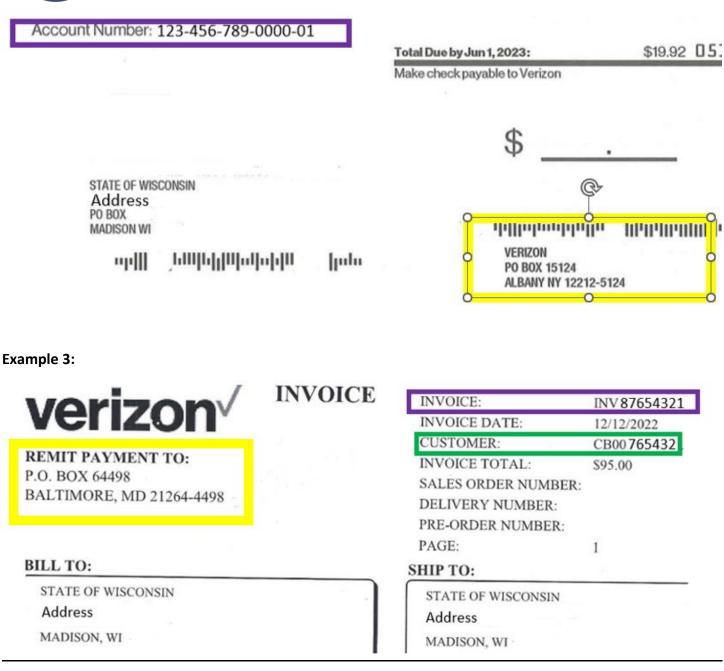| Mask / Layout	Contents	Example
ITEMS 1-5 Payment Layout for Bill Payments		
1. ##########	10 Position all numeric (Verizon invoice number)	0123456789
2. ##############	14 Position all numeric (Verizon account number)	12345678900001
3. #########-#####	15 Position- 9 numeric, plus dash, plus 5 numeric (Verizon account number)	123456789-00001
4. ###############	15 Position all numeric (Verizon account number)	012345678900001
5. ##########-#####	16 Position- 10 numeric, plus dash, plus 5 numeric (Verizon account number)	0123456789-00001

Invoice example(s) from Verizon

Example 1:

Example 2:

Account Number: 123-456-789-0000-01

Total Due by Jun 1, 2023: $19.92   0 5:

Make check payable to Verizon

$ _____ . ____

STATE OF WISCONSIN
Address
PO BOX
MADISON WI

VERIZON
PO BOX 15124
ALBANY NY 12212-5124

Example 3:

verizon✓   **INVOICE**

REMIT PAYMENT TO:
P.O. BOX 64498
BALTIMORE, MD 21264-4498

INVOICE:	INV 87654321
INVOICE DATE:	12/12/2022
CUSTOMER:	CB00 765432
INVOICE TOTAL:	$95.00
SALES ORDER NUMBER:	
DELIVERY NUMBER:	
PRE-ORDER NUMBER:	
PAGE:	1

BILL TO:

STATE OF WISCONSIN
Address
MADISON, WI

SHIP TO:

STATE OF WISCONSIN
Address
MADISON, WI

Procedures/Steps

STAR Voucher Entry: **Invoice Information tab**

STAR Voucher Entry:

1. Enter the following Supplier Information:
   Supplier ID: **0000004128**
   Location ID: **Loc-8** or **Loc-9,** or **Suffix-B**
   Address ID: defaulted

2. Enter the Verizon Account Number as the **Invoice Number** on the voucher.
3. Please ATTACH a copy of the invoice to the voucher

All other aspects of voucher entry would be the same as normal.

STAR Voucher Entry: **Payment tab**

4. Enter the Account Number/Name and the Billing Date in the **Payment Message field.**
5. Verify the **Separate Payment** box has been checked (it should default as checked)

All other aspects of voucher entry would be the same as normal.