



## Payment Options Request

Dominion Energy and its subsidiaries offer the following payment options to our valued suppliers as part of our ongoing efforts to improve efficiency, security and supplier satisfaction.

### Instructions:

1. This is a fillable form. Please enter/type in the requested information and save to your desktop.
2. A second verification document is required (voided check, letter from the bank or banking information on company letter head).
3. Email this form and the verification document to [VendorMaintenance@dominionenergy.com](mailto:VendorMaintenance@dominionenergy.com)  
Questions: 804 771-6344

Vendor Name	
Vendor Number (Office Use Only)	
Vendor Contact Name	Vendor Phone (Required)
Vendor A/R Email (Required)	
<input type="checkbox"/>	<p><b>Dynamic Payment Term:</b> Dominion Energy's standard payment term is <b>2% 1 Day, Net 30, Slide to 0</b>. This option prorates the discount based on the number of days an invoice is paid early and it is based on the date we received a valid invoice from you. With this payment term, you always get paid as soon as possible.</p> <p>Optionally, you can choose to enroll in our MasterCard program if you are able to accept MasterCard payments. No discounts are taken and you are paid as soon as your invoice is approved.</p> <p>For additional information on dynamic discounts, <a href="#">Click Here</a> or visit our website at <a href="http://www.dominionenergy.com">www.dominionenergy.com</a> &gt; Active Suppliers.</p>
<b>Select your Payment Type</b>	
<input type="checkbox"/>	<p><b>Credit Card:</b> I would like to enroll in the MasterCard Payment program. Selection of this option will be considered as authorized by an individual who has the authority to make decisions concerning payment methods and terms on behalf of your company.</p> <p>For additional information, <a href="#">Click Here</a> or visit our website at <a href="http://www.dominionenergy.com">www.dominionenergy.com</a> &gt; MasterCard.</p>
<input type="checkbox"/>	<p><b>EFT/ACH Payment:</b> Payments are made via <b>Electronic Funds Transfer</b> as an <b>ACH Credit</b>. Funds will be deposited directly into your bank account on the payment due date which is calculated from the date a valid invoice is received at Dominion Energy Accounts Payable department.</p> <p>In order for you to be paid by ACH your bank must accept payment in a standard ACH/CTX format. Please complete the information below. <b>This information cannot be used for Bank Wire Transfers.</b></p>
Bank Name	
Bank ABA (9 digits)	Account Number
Please specify type of account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Authorized Person	Title
E- Mail Address for Remittance advice	

To request a portal invitation to Dominion Energy's Invoicing and Payment portal (Taulia), please [click here](#)

Office Use Only (initials): \_\_\_\_\_