

# Dell Financial Services Billing Statement

Welcome to Dell Financial Services (DFS). We look forward to establishing a long-lasting relationship with you and your team. To ensure your account is setup properly in our systems please provide the information below, working with your Accounts Payable team as needed. Once ready, return it to your DFS Sales Representative or send it to DFS\_Customer\_Setup@Dell.com. If you have any questions about the form, contact your representative. Thank you.

## I. Preparing Your A/P System to Remit DFS Payments:

Below is the most commonly requested information by our customers to assist them in setting up their systems to successfully remit DFS payments. If you require any other information, please contact your representative.

<b>ACH Instructions (preferred)</b>	JPMorgan Chase Bank, N.A. 1 Chase Manhattan Plaza New York, NY 10081	DFS Accounts Only ABA # <b>021000021</b> Account # <b>432217011</b> MUST INCLUDE CONTRACT & SCHEDULE NUMBER OR INVOICE NUMBER CTX+ format should be first choice if it is an option Email remittance to <b>USDFSCASHPAYMENTS@dell.com</b>
<b>Wire Transfer Instructions</b>	JPMorgan Chase Bank, N.A. 1 Chase Manhattan Plaza New York, NY 10081	DFS Accounts Only ABA # <b>021000021</b> Account # <b>432217011</b> MUST INCLUDE CONTRACT & SCHEDULE NUMBER OR INVOICE NUMBER Email remittance to <b>USDFSCASHPAYMENTS@dell.com</b> JPM Swift Code for international wires only: <b>CHASUS33</b>
<b>Payee Information</b>	Dell Financial Services L.L.C. Payment Processing Center Federal Tax ID# 74-2825828	PO Box 6549 Carol Stream, IL 60197-6549

## II. Invoicing/Billing Contact Information:

Company Name:

Federal Tax ID:

AP Address:

City, State, ZIP:

AP Contact Name:  AP Phone Number:

AP Email Address:

## III. Invoice Preferences (choose one from each category):

Invoice Options:  **Contract Level** (one invoice per contract)  **Consolidated** (one invoice for all contracts)

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Invoice Format:  **Detail** (asset level)  **Summary**

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Delivery Format:  **Paper** (USPS)  **PDF** (paper copy is not mailed)  **Electronic CSV** (converted to Excel)

**3rd Party Invoicing Tool, Ariba/SAP** (enter tool name):

Email address for PDF or Electronic Invoices:  Fiscal Year is from  to

Do you need separate invoices for miscellaneous billings?  Yes  No

Do you require a PO Number on the invoice to process payment?  Yes  No

Do you use a different PO Number for payment versus procurement?  Yes  No

**Note:** the typical invoice processing time is 30 days. If you require more time, please contact your DFS Sales Representative.

## IV. Taxes:

Is your company/entity sales/use tax exempt?  Yes  No

If yes, please provide your tax exemption or direct pay certificate to both DFS and the product vendor. Certificates intended for Leases should be issued to Dell Financial Services L.L.C., and those for Loans should be issued to the product vendor. Where required, sales/use taxes will be assessed and invoiced to DFS by the vendor.

## V. Miscellaneous:

If there are any other invoicing instructions or billing addresses please indicate below.