Process to Change or Update "Remit to" Address or Sign up for ACH Payments

A remit to address (remittance address) is a specific location designated by an individual to receive physical payments (checks). It can be different from a shipping or billing address. Making sure a remit to address is updated is important, because it helps prevent payment delays, lost payments, and missed deadlines.

The address type selected for payment follows this hierarchy:
1st - RT (Remit To)
2nd - LO (Local)
3rd - PR (Permanent)
4th - CA (Campus)

The student can add, delete or update their Local or Permanent addresses through the 'Personal Information' page in eServices (https://go.vcu.edu/eservices). If an active Local address exists, it will be selected. If the student wants the check sent to their Permanent address instead, they will either need to update their Local address to match or delete the Local address.

After the student updates eServices with the correct address, email Vendinfo@vcu.edu to have the RT address deactivated. Provide the student's current address to ensure that the correct address is defaulted in the system.

Before submitting the expense report, please confirm that the correct address is displayed for the student. Please allow two business days for the updated data to feed over to Emburse.

Instructions for Student to Sign up for ACH Payments

Any students wishing to be reimbursed by **ACH** should instead enter their bank account information through the 'Direct Deposit' page in eServices (instructions here: https://sfs.vcu.edu/media/semgi--student-success/sfs/DirectDeposit[AccessiblePDF].pdf). Newly entered accounts become active following the next check run, so please allow up to five business days to see the ACH payment method reflected in Emburse for the student before creating the expense report.