 **Client Setup Form**

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| **General Settings**  |
| **CLIENT INFORMATION** |
| Company name  |  |
| Street address  |  |
| City, State, Zip  |  |
| Tax EIN |  |
| Phone |  |
| Accounting software |  |
| How to bill: | Bill to accountant? ☐ Yes ☐ No If billing to client, provide info below:Credit card number:Expiration date: |
| **INBOX** |
| What email address should we use for your Bill.com Inbox? * Default is yourcompanyname@bill.com
 |  |
| If you are interested in a dedicated fax number, what area code should we use for your Bill.com fax? * Default is company area code
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| **ACCESS AND ROLE** |
| List clients and staff who will need to have access to the account. What role will the person have in Bill.com processing? [Add rows if necessary] | Roles are Clerk, Approver, or Payer |
| Person 1 name, email address, role |  |
| Person 2 name, email address, role |  |
| Person 3 name, email address, role |  |
| Person 4 name, email address, role |  |
| Person 5 name, email address, role |  |
| **COMPANY PREFERENCES** |
| Show Account Numbers in chart of accounts?  | ☐ Yes ☐ No |
| Use Classes/Departments?  | ☐ Yes ☐ No |
| Use Customer/Jobs in Payables?  | ☐ Yes ☐ No |
| Use Items in Payables? | ☐ Yes ☐ No |
| Other Classifications |  |
| **CLIENT COMPANY LOGO** |

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| (.jpg, .gif or .png)Default Image is 100 pixels (width)By 50 pixels (height) your logo here |

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| **Accounts Payable** |
| **APPROVALS** |
| Will bills be routed to others for approval prior to payment?  | ☐ Yes ☐ No If no, skip remaining approval questions |
| Are changes allowed to a bill that has been approved? | ☐ Not Allowed ☐ Allowed until approved ☐ Allowed anytime |
| Name of the “Default Approver” for bills entered into Bill.com  |  |
| Apply mandatory approval policies? If so, provide the following information: |
| ☐ Bills ☐ Vendor credits |  |
| Greater than or equal to: | $ |
| # of people that must approve |  |
| Approvers (names) required to approve |  |
| **PAYMENTS** |
| Bank name  |  |
| Name on account  |  |
| Bank account #  |  |
| Routing #  |  |
| Name of person that will be scheduling the payments |  |
| When more than one bill is paid to the same vendor on the same process date, should Bill.com combine the payments into one single payment? | ☐ Yes ☐ No |

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| **Accounts Receivable** |
| **PAYMENT METHODS** |
| Select methods for receiving payment from customers |
| ☐ ePayment/direct deposit – same bank as Accounts Payable? If not, provide the following information: |
| Bank name  |  |
| Name on account  |  |
| Bank account #  |  |
| Routing #  |  |
| ☐ PayPal  | Login to PayPal from Bill.com to complete setup |
| ☐ Credit card | Complete the Vantage Paytrace application in Bill.com |
| **AUTOPAY** |
| Allow customers to disable AutoPay? | ☐ Yes ☐ No |
| Ownership type: | ☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Non-Profit Organization ☐ Other: (Specify) |
| Business type |  |
| Number of owners |  |
| Number of employees |  |
| Principal / Owner information |  |
| Name of contact |  |
| Email |  |
| Phone |  |
| Date of birth |  |
| Person’s business role  | ☐ Owner of this business ☐ Principal in this business ☐ Authorized to receive payments |
| SSN |  |
| Drivers license number |  |
| State issued |  |
| Expiration date |  |
| Home address |  |
| City  |  |
| State |  |
| Zip |  |
| Average invoice amount |  |
| Average expected monthly revenue |  |
| **AUTO REMINDERS** |
| ☐ Send Auto Reminders to customer? If yes, provide the following information: |
| First reminder | Email \_\_\_\_\_\_ days ☐ Before ☐ After the invoice is due |
| Second reminder | Email \_\_\_\_\_\_ days ☐ Before ☐ After the invoice is due |
| Third reminder | Email \_\_\_\_\_\_ days ☐ Before ☐ After the invoice is due |

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| Invoice Email Template [can be customized] |
| From  | \_  |
| Subject  | You have an invoice from {:Company Name:} due on {:Invoice.DueDate:}  |
| Body  | Hi {:Customer.Name:},To pay your invoice online and view your account history, log in below:{:Link\_Pay\_Invoice:}Please remit payment at your earliest convenience.Thank you,{:Company Name:} ----------------Invoice Summary:Invoice #: {:Invoice.Number:}Amount Due: {:Invoice.AmountDue:}Due Date: {:Invoice.DueDate:}A PDF version of this invoice is also attached for your records.Be safe! Hover your cursor over links in any email before clicking, to verify the location is safe. Bill.com links always start with https://app.bill.com or http://www.bill.com. |

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