

# Billing and Schedule Information

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.

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

## II. Your Company Information

Company Name: \_\_\_\_\_  
 Physical Address (primary location): \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Federal Tax ID: \_\_\_\_\_

## III. Schedules:

Name of recipient(s) to receive monthly schedules **for reconciliation**: \_\_\_\_\_  
 Attention: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Name of individual(s) that **will sign** schedules (this individual should be named as an authorized signatory on the Incumbency or Secretary Clerk Certificate)  
 Attention: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Would you prefer to sign your documents electronically via Echosign?  Yes  No (not available to Public entities)  
 Do any of the following criteria need to appear on your schedule? \*  
 Cost Center  Equipment Type  Equipment Location  PO Number  
 \*Invoices will follow the format of the schedule and include a breakout of the items above if requested.

## IV. Purchase Orders:

Your PO should be issued to Dell Financial Services L.L.C.  
 If you are unable to issue purchase orders to DFS please specify how the PO will be issued:  
 Do you utilize blanket PO's?  Yes  No  
 Do you use a different PO for payment versus procurement?  Yes  No  
 Is PO fulfillment required for scheduling?  Yes  No  
 DFS will consolidate shipped orders and place on a schedule for your review. If you have any special consolidation requirements, please contact your DFS Sales representative.  
 Is board approval necessary?  Yes  No If yes, when are meetings held? \_\_\_\_\_  
 Fiscal Year is from \_\_\_\_\_ to \_\_\_\_\_

## V. Invoicing/Billing Contact Information:

Accounts Payable (AP) Contact Name: \_\_\_\_\_

Does this billing address match the primary location above?  Yes (If yes, please skip and proceed to Invoice Preference)  No

AP Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

AP Email Address: \_\_\_\_\_ AP Direct Telephone Number: \_\_\_\_\_

Email Address for PDF or Electronic Invoices (if different than AP contact): \_\_\_\_\_

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

Invoice Options:  **Contract Level** (one invoice per contract)  **Consolidated** (one invoice for all contracts that have the same due date)

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

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

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

Do you need separate invoices for miscellaneous billings?  Yes  No

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

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

## VII. Taxes and Fees:

Is your company/entity tax exempt?  Yes  No

If not exempt, do you intend to finance upfront tax (if applicable) on the schedules (contracts)?  Yes  No

Personal Property Tax (PPT):  Rebill Annually  Monthly Property Management Fee

California Environmental Fee: Do you intend to finance the California Environmental Fee, if applicable?  Yes  No

Do you intend to finance shipping by adding shipping costs for the products to your schedule?  Yes  No

## VIII. Additional Tax Information:

**Sales/Use Tax Exemption:** 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.

**Note:** If tax exempt, a valid Tax Exemption or Direct Pay Certificate must be provided for each state in which the products are located.

### Tax Exempt Certificate Requirements:

- Address to Dell Financial Services
- Should coincide with the date the schedule is signed
- List a description of the items; computer hardware/software is generally sufficient
- Signed by an authorized employee/owner

### The following are not acceptable forms of Tax Exemption Certificates:

- IRS letter declaring the company as a non-profit (501-C) entity\*
- CA letter exempting a company from Franchise and Income Tax
- W-9 form
- State registration certificates

\*Mississippi is the only state that accepts the IRS letter as an acceptable exemption certificate

**Business Personal Property Tax:** Tangible business personal property is taxable in most states. In general, the definition of tangible property is personal property that can be seen, weighed, measured, felt, or otherwise perceived by the senses but does not include a document that constitutes evidence of a valuable interest, claim, or right and has negligible or no intrinsic value.