



## Methods of Payment

Western Union Instructions
<ol style="list-style-type: none"><li>1. <b>Pay to:</b> Comdata Inc.</li><li>2. <b>(a) Code City:</b> Comdata <b>(b) State:</b> TN</li><li>3. <b>Western Union Agent:</b> (Agent locator 800-325-6000)</li><li>4. <b>(a) Cash Only</b> <b>(b) Cost:</b> \$12.95 +/- may vary by state</li><li>5. <b>Complete "I want to: Pay a bill" form</b></li><li>6. <b>Account Number:</b> Comdata Account number (to ensure prompt posting)</li></ol>

BANK WIRE INSTRUCTIONS and CUSTOMER INITIATED ACH INSTRUCTIONS
<p>Give your bank the following information:</p> <p><b>Receiving Bank:</b> Regions Bank <b>ABA Routing Number:</b> 062000019 <b>Beneficiary:</b> Comdata Inc. Account# 0018411568</p> <p><b>Originator:</b> Your Company Name and Address</p> <p><b>Bank wire</b> <b>OBI:</b> Your Comdata Account Number <b>ACH</b> <b>ADDENDA:</b> Your Comdata Account Number (typed between double asterisks) Example OBI = **AA111**</p>
<p>For your convenience, submit wire or customer initiated ACH information to your bank's cash management department. Ask them to set up a recurring transaction.</p>

### For bank wire and customer initiated ACH:

- To insure same day posting, all payments must be made before 12 noon (cst)
- For prompt and accurate credit to your account, you must include your Comdata account number which is two-letters, three numbers (Example: AA111)
- Send your detailed backup for each wire or customer initiated ach within 1 business day
- Back up must include:
  - Comdata Account number, date of payment, total dollar amount of payment
- Back up can be submitted to Cash Application department:
  - Fax (615) 370-7373 or (615) 370-7700
  - Email: [cashapp@comdata.com](mailto:cashapp@comdata.com)

If you have questions regarding the payment on your account, you may call 800-226-3866.