



Add
Change
Delete

State of Utah
Division of Finance
Billing Profile

Billing Code

Requested by

Date	MM/DD/YYYY
Name	
Dept. Name	
Division	
Phone	

Remit to / Pay to Information

Send Payment To	Department			
	Division			
	Address			
		City	State	Zip
Make Payment Payable to				

Contact / Print file E-mail Information

Contact Name
Contact Phone
Print File E-Mail Address

Invoices Only
Statements Only
Invoices and Statements
No Print Required

Invoice/Statement Receivable Due Date Lag

Statement Day Billing Collection Code

Department Approvals:

_____ Department Requestor	_____ Date	_____ Department Chief Financial Officer or Department Executive Director	_____ Date
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FOR FINANCE USE ONLY			
_____ Division of Finance Approval	_____ Date	_____ Entered By	_____ Date