



## Vendor Payment Instructions

### **REQUIREMENTS FOR PAYMENT:**

IMPORTANT: MyPropertyBilling.com requires a General Liability Certificate of Insurance including Workers Comp (PER ASSOCIATION & ANNUALLY) and a W9 on file per the state requirements (see link). Note: Both MyPropertyBilling.com and the Association name need to be noted on the COI. Payment will not be sent until these are provided.

EMAIL: [Support@mypropertybilling.com](mailto:Support@mypropertybilling.com).

LINK: [https://www.nj.gov/labor/wc/employer/require/insure\\_index.html](https://www.nj.gov/labor/wc/employer/require/insure_index.html)

### **How to Get Paid:**

#### **SUBMIT VIA MAIL TO**

(ASSOCIATION NAME)

c/o Dept. 360 – MyPropertyBilling.com

PO Box 4579, Dept. 360

Houston, TX 77210-4579

OR

Submit via email: [Invoices@mypropertybilling.com](mailto:Invoices@mypropertybilling.com)

Postal invoices you must include the Dept. number on both lines of the address. If you do not include the department on both lines ***your invoice will not get processed***. Place the company address above on all invoices themselves and not just the envelopes. This will ensure your invoice gets routed to the proper location.

### **ELECTRONIC PAYMENT:**

We use AvidPay Network. Please contact AvidXchange at [Supplier@avidxchange.com](mailto:Supplier@avidxchange.com) for questions related to your supplier profile and/or payment methods accepted by your company or call 704-971-8170.

Three options available:

**VCC (Virtual Credit Card)** – This is an option for vendors who currently accept credit cards. The Virtual Credit Card is a single use, prefunded, MasterCard. The card is limited to the exact amount that is owed and is created specifically for one-time use only by your company. The accounts receivable department is then able to apply that payment the same way that they would a standard credit card.

**AvidPay Direct** – An option if you do not have a merchant account and are still receiving paper check payments today. Funds are delivered via direct deposit to your bank account. This option comes with detailed remittance for simpler payment reconciliation and is in your account within 3 days.

There is a fee for this option for payments in the amount of:

\*\$10,000 or less – 1.55% \*\$10,000-\$25,000 - 1.05% \*More than \$25,000 – Flat Charge \$262.50

This fee is deducted 2 days after your full invoice payment has been applied to your account.

**Paper Checks** –AvidXchange can always provide a paper check in the mail to your business.

*Note: Payment can take up to 3 weeks depending on batch processing of checks.*

**Regional Management Office**  
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