



Vermont Association for the
Education of Young Children

Setting up Direct Deposit Payments from VTAEYC

VTAEYC offers direct deposit through Bill.com to help ensure smooth delivery of payments. Bill.com is the payment vendor that VTAEYC uses for all payments. Setting up your direct deposit account once, will allow for additional direct deposit payments in the future. Direct deposit payments will arrive faster than a paper check and eliminate the possibility of getting lost in the mail.

To ensure proper set up of your bill.com account, please read through this document. We have included some helpful tips, step by step directions, and screen shots to help make the process as smooth as possible.

Helpful Tips:

- 1. DO NOT ATTEMPT TO SET UP YOUR ACCOUNT IN BILL.COM UNTIL YOU RECEIVE AN EMAIL INVITE.**
2. Anyone who receives payment from us in bill.com is considered a **“vendor”**.
3. You must select **“independent contractor”** or **“business”** during the setup process. If your payment is for a personal award and will be made out to you, please select “independent contractor”. If it is for your business and the check will be made out to your business, select the “business” option.
4. You may be prompted to “enter an invoice” during the setup process. Please disregard this option. VTAEYC is already processing your payment and entering an invoice here will create a delay in our processing speed.

The email that comes through from the invite will look like this:

BILL <account-services@inform.bill.com>
to me ▾



Hi [REDACTED]

We value your business and want to help you get paid faster and more conveniently. VTAIEYC has partnered with Bill and is inviting you to create a direct deposit account. Setting up your direct deposit account once, will allow for additional direct deposit payments in the future and they will arrive faster than check payments.

- Sign up is free
- Please read through the bill.com instructions here (link) before completing your account sign up
- Please note, up to date bank account information will ensure payments go through successfully. Please keep your information up to date.

If you have any questions, you can contact us at info@vtaieyc.org 802-234-1090 or visit the [bill help center](#)

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Accept Invite

Bill.com account set up:

Once you accept the invitation, it will ask you to create an account

Accept the email invitation, complete information about yourself, and create a password, then select **Create account**

1. You will then enter your mobile number for 2-step verification and select **Send code**

- This is the number where bill.com will send a code to verify you when you log in, add a bank, or add user
- ***This number must match what we have in our system for your information or you will not be able to verify your account.***

2. You will then enter the six-digit code sent via text, and select **Submit**

Next, it will ask you your account type: For individual payments, you will select "Independent Contractor". For payments to a business, select "I'm with a business".



What's your relationship to this company?

This will help make sure you get paid properly.

- ☐ **I'm with a business**
You are a separate business getting paid by this company.

- ☒ **I'm an independent contractor**
You are a 1099 or similar being paid by this company.

- ☐ **I'm an employee**
You are a W-2 employee of this company.

[I'm none of the above](#)

[Next](#)

After you select your account type, it will ask you for individual or business information. You will want to fill out the name, phone number, and address that corresponds with the payment.

During the setup process:

Under Business type, select **individual**.

Under Industry, select **education**.

Under Accounting software, choose **other**.

Tell us more about your business

We're looking for your business info and not your customer/client, biller, or employers.

Legal company name or full name ⓘ *

Required

Business phone *

Please enter a valid U.S. phone number (digits only)

Business address line 1 *

19 Marble Ave

+ Address line 2

City *

Burlington

State *

Vermont [VT] ▼

ZIP code *

05401

Business type *

Individual ▼

Industry *

Education ▼

Accounting software *

Other ▼

BackNext

Next, it will ask you for “business owner” information.
Fill out name, DOB, and SSN or EIN for a business

Who owns [REDACTED]

We're looking for your business info and not your customer/client, biller, or employers.

Owner's legal full name *

The name exactly as it appears on a passport or state ID.

Owner's date of birth *

Tax ID *

For legal and tax purposes, we require this information.

☒

Company owner's SSN (9 digits)

☐

Employer Identification Number (9 digits)

Next

The Last step will be filling out bank information. This will be the account that money is deposited in for epayments, so be sure that you have the correct account when filling this out. Once you click “save and finish” we will get a notification at VTAEYC that you have successfully set up your account.

ENCRIPTED

Add a bank

We'll use this as your primary bank account for BILL

Account holder name *

Account type *

Personal Checking

Routing number (9 Digits) *

Bank name *

Account number (4-17 Digits) *

Re-enter account number *

[Need help?](#)

Save and finish

Troubleshooting: For basic questions, you can reach out to info@vtaeyc.org

For more complicated questions, or troubleshooting, bill.com has a really good help desk <https://help.bill.com/> and has a “chat with us” feature.