



IDAHO Fiscal Employer Agent Request for Vendor Payment

Mail or Drop Off
Consumer Direct
40 W. Franklin Rd., Suite C
Meridian. ID 83642

Requests for Vendor Payments that are received by Consumer Direct before 5:00 pm every Tuesday will ordinarily be paid on the following Monday.

Send via
Toll Free Fax
1-877-898-0417

Participant Name	Participant ID #

PAYMENT CHECK

Make check payable to:
Vendor Name
Address
Address
City/State/Zip

Date of Service (mm/dd/yy)	Category Code	Description	Amount
		Total Check Amount	

Please attach a copy of the voided receipt, agency invoice or signed bid/estimate.

- ▶ All requests must be submitted by Tuesday at 5pm, for payment to be issued on the following Monday. **Payments received after Tuesday at 5pm will be processed and paid a week from the following Monday.**
- ▶ All receipts must include this vendor payment form to ensure proper processing.
- ▶ Check will always be made out to vendor and mailed to Participant.
- ▶ It is the Participant's responsibility to make sure ensure the Vendor receives the payment by the required due date.

_____ / / _____
Participant Signature Date





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