



How Update 'Remit To' Address

4400 University Drive, MS 3C1, Fairfax, Virginia 22030
Phone: 703-993-2580; Fax: 703-993-2589

How to Update 'Remit To' Address

If your company's 'Remit To' address needs to be updated, please make sure to notify us via email at acctpay@gmu.edu providing us the following information:

1. Email subject line to include "Company Name, Address Update Request"
2. New mailing address
3. Updated W-9 via fax to 703.993.2589 or mail to 4400 University Drive, MSN 3C1, Fairfax, VA 22030
4. Specify if:
 - a. The new address is to replace an old address in the system. Provide the old address to be remove
 - b. The new address is a new location/store but both the old address and new address stays active under the same company and payment location
 - c. The new address is a completely separate entity and payment must be sent separately (i.e., a franchise, or local shop where each store manages their own Accounts Receivables)

Once Accounts Payable receives your new address notification, George Mason University will update your records accordingly.