Instructions for Setting Up Employees in the Finance System to Receive Reimbursements through Accounts Payable

1. The employee who needs to be setup completes a “Vendor Coversheet for Individuals” and a “W-9 Form,” which can be found on the Vendor Information page: [http://www.uh.edu/vendor/](http://www.uh.edu/vendor/)

2. Fax the forms to UHS Accounts Payable at 713-743-0521. The Vendor ID group will create a vendor record for the employee within 1 business day.

3. After the vendor record is created, log into P.A.S.S. ([https://my.uh.edu/](https://my.uh.edu/)) to enter direct deposit information for reimbursements through Accounts Payable.

4. Click on “Accounts Payable Information.”

5. Click on “AP Direct Deposit” and follow the instructions. You will need your bank account number and bank routing number.

6. Repeat steps 3, 4, and 5 to change the direct deposit information for AP reimbursements in the future. For more detailed instructions of these steps, see “Employee P.A.S.S. Direct Deposit Instruction”.

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Vendor Information

**VENDOR SETUP REQUIREMENTS**

**U.S. Individuals**

The following vendors, who are a US citizen or US resident alien, must complete the documents below to receive non-payroll payments from UH System:

- UH System employees
- UH System students
- UH System prospective employees
- UH System regents
- UH System guests
- Other individuals (except independent contractors) who are U.S. citizens or U.S. resident aliens

Complete the documents below and fax to UH System Accounts Payable at 713-743-0521:

- Vendor Coversheet for Individuals
- W-9 Form
- Direct Deposit Authorization Form (Non-Employees Only)**

** UH employees enroll in AP Direct Deposit through PASS ([https://my.uh.edu/](https://my.uh.edu/)) after they are setup as a vendor in the AP vendor file.**

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Accounts Payable Information

UH Employee Self Serve - Accounts Payable Information

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AP Direct Deposit

Manage your Accounts Payable direct deposit information