

If there are multiple remit to addresses on the bank account and I am not sure which is connected to the vendor number at UH System, what should I do?

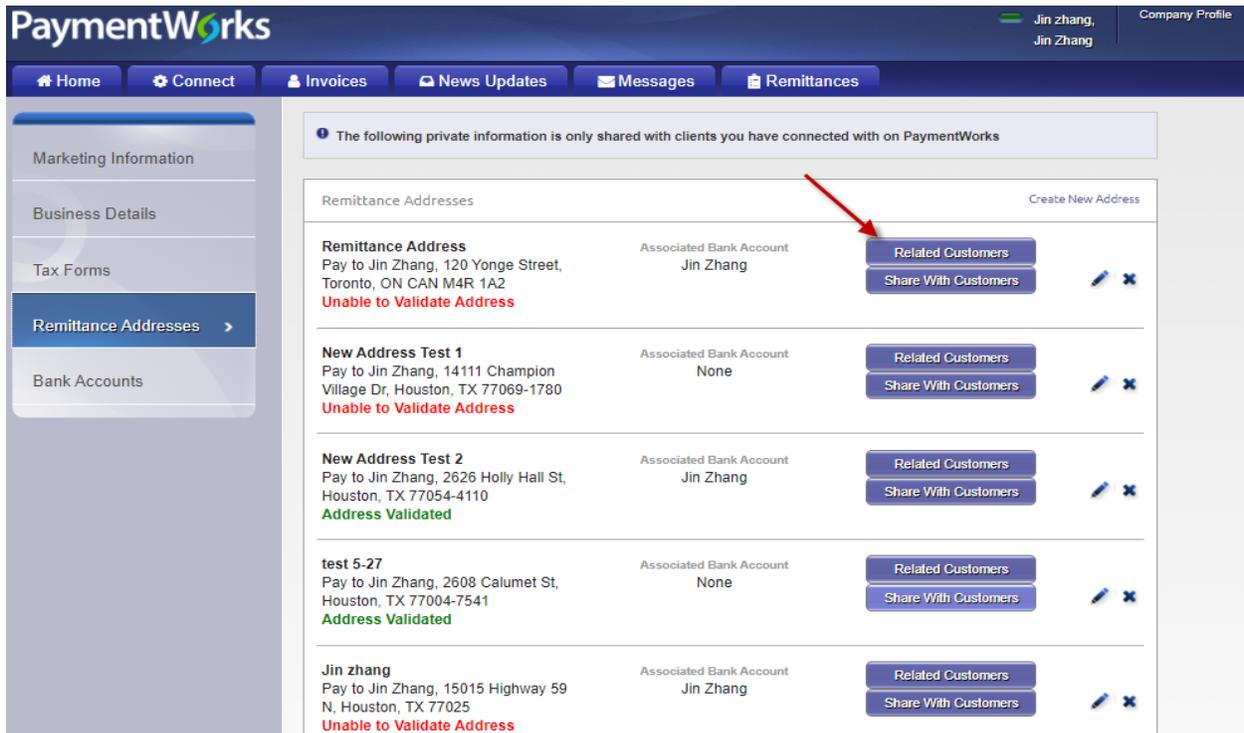
- You may navigate to the Remittance Address tab (above Bank Accounts),



The screenshot shows the PaymentWorks interface. The top navigation bar includes Home, Connect, Invoices, News Updates, Messages, and Remittances. The sidebar on the left has a menu with Marketing Information, Business Details, Tax Forms, Remittance Addresses (highlighted with a red arrow), and Bank Accounts. The main content area displays a table of Remittance Addresses. A notification at the top states: "The following private information is only shared with clients you have connected with on PaymentWorks".

Remittance Address	Associated Bank Account	Related Customers	Share With Customers
Remittance Address Pay to Jin Zhang, 120 Yonge Street, Toronto, ON CAN M4R 1A2 Unable to Validate Address	Jin Zhang	Related Customers	Share With Customers
New Address Test 1 Pay to Jin Zhang, 14111 Champion Village Dr, Houston, TX 77069-1780 Unable to Validate Address	None	Related Customers	Share With Customers
New Address Test 2 Pay to Jin Zhang, 2626 Holly Hall St, Houston, TX 77054-4110 Address Validated	Jin Zhang	Related Customers	Share With Customers
test 5-27 Pay to Jin Zhang, 2608 Calumet St, Houston, TX 77004-7541 Address Validated	None	Related Customers	Share With Customers
Jin zhang Pay to Jin Zhang, 15015 Highway 59 N, Houston, TX 77025 Unable to Validate Address	Jin Zhang	Related Customers	Share With Customers

- Then click the Related Customers button.



This screenshot is identical to the previous one, but with a red arrow pointing to the "Related Customers" button for the first address in the table.

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New Address Test 1 Pay to Jin Zhang, 14111 Champion Village Dr, Houston, TX 77069-1780 Unable to Validate Address	None	Related Customers	Share With Customers
New Address Test 2 Pay to Jin Zhang, 2626 Holly Hall St, Houston, TX 77054-4110 Address Validated	Jin Zhang	Related Customers	Share With Customers
test 5-27 Pay to Jin Zhang, 2608 Calumet St, Houston, TX 77004-7541 Address Validated	None	Related Customers	Share With Customers
Jin zhang Pay to Jin Zhang, 15015 Highway 59 N, Houston, TX 77025 Unable to Validate Address	Jin Zhang	Related Customers	Share With Customers

- And you can find the vendor number

The screenshot shows the PaymentWorks interface. At the top, the logo "PaymentWorks" is on the left, and the user "Jin zhang, Jin Zhang" is on the right. Below the logo is a navigation bar with "Home", "Connect", "Invoices", "News Updates", "Messages", and "Remittances". On the left side, there is a sidebar menu with "Marketing Information", "Business Details", "Tax Forms", "Remittance Addresses" (highlighted), and "Bank Accounts". The main content area shows a notification: "The following private information is only shared with clients you have connected with on PaymentWorks". Below this is a link "< Back to Remittance Addresses". A dropdown menu for "Remittance Address" is open, showing "120 Yonge Street, Toronto ON, M4R 1A2". Below the dropdown is a section titled "Related Customers". A red arrow points to this section. Underneath, there is a card for "UNIVERSITY of HOUSTON SYSTEM" with the text "University of Houston System (Test)" and "Vendor # 12547 Site code RT3". Another red arrow points to the vendor number. A "Change Address" link is visible on the right of the card.

- Otherwise, if you don't find the vendor number, you cannot use that address.

The screenshot shows the PaymentWorks interface, similar to the previous one. The navigation bar and sidebar are the same. The main content area shows the same notification and link. The "Remittance Address" dropdown is open, showing "120 Yonge Street, Toronto ON, M4R 1A2". Below this is a section titled "Related Customers". A red arrow points to this section. Underneath, there is a message: "There are no customers connected to this address." Another red arrow points to this message.

- After that you can go back to bank accounts, click edit to link the bank account to the correct remit to address.

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	[show]	EDIT	DELETE
Jin Zhang	**2189	[show]		
Jin Zhang	*****3021	[show]		
Jin Zhang	*****3025	[show]		

[Add Account](#)

Associated Remittance Addresses:

- Remittance Address
120 Yonge Street
Toronto, ON M4R 1A2
- New Address Test 1
14111 Champion Village Dr
Houston, TX 77069-1780
- New Address Test 2
2626 Holly Hall St
Houston, TX 77054-4110
- test 5-27
2608 Calumet St
Houston, TX 77004-7541
- Jin zhang
15015 Highway 59 N
Houston, TX 77025

[Cancel](#) [Save](#)

- Click "Save"

Name on Account:	<input type="text" value="Jin Zhang"/>	Associated Remittance Addresses: <input checked="" type="checkbox"/> Remittance Address 120 Yonge Street Toronto, ON M4R 1A2 <input type="checkbox"/> New Address Test 1 14111 Champion Village Dr Houston, TX 77069-1780 <input type="checkbox"/> New Address Test 2 2626 Holly Hall St Houston, TX 77054-4110 <input type="checkbox"/> test 5-27 2608 Calumet St Houston, TX 77004-7541 <input type="checkbox"/> Jin zhang 15015 Highway 59 N Houston, TX 77025
Account number:	<input type="text" value="332189"/>	
Re-enter Account number:	<input type="text" value="332189"/>	
Account Type:	<input type="text" value="Personal Checking"/>	
Bank Name:	<input type="text" value="Wells Fargo"/>	
Bank Address:		
Country:	<input type="text" value="United States of America"/>	
Street:	<input type="text" value="11829 Fuqua Glen Ln"/>	
City:	<input type="text" value="Houston"/>	
State/Province:	<input type="text" value="Texas"/>	
Zip/Postal Code:	<input type="text" value="77001"/>	
ABA Routing Number:	<input type="text" value="111900659"/>	
<small>9-digit number at the bottom left of a check</small>		
Swift Code:	<input type="text"/>	
Email address for payment notifications:	<input type="text" value="uhoustonpw_jinzhang@gmail.com"/>	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>