

Advantus Corp. 12276 San Jose Boulevard Building 618 Jacksonville, FL 32223

> Tel: 904.482.0091 Fax: 904.482.0099

www.advantus.com

RECURRING PAYMENT REQUEST FORM

Date of Request:	Reque	ested by:	
Vendor Name:		Vendor Number:	
Payment Amount*: \$		Approver*:	
G/L Account Number*:		G/L Description:	
Division*:		Department*:	
Purpose:			
Start Date*:	End Date:		
Due Date*:	Frequency*:		
Payment Type: ACH	Wire	Check	Credit Card
Special Instructions:			

* Required Field

Note: If this is a new vendor, request will not be processed until W-9 and New Vendor Setup form is received by accounting.