

Caesars Entertainment, Inc.  
Las Vegas Regional Accounts Payable Department  
**"Setup Vendor for ACH Payment Form"**

<b>* Vendor Information</b>	Infinium PL
* Vendor Name: _____	* Tax id Number: _____
* Vendor Contact: _____	* Vendor Contact: _____
* Phone: _____	* Phone: _____
* Email: _____	* Email: _____

<b>* Vendor Bank Information</b>	<b>Bank Code</b>
* Bank Name: _____	* Swift # (if applicable) _____
* Route Number: _____	* Account Number: _____

Signature/Date Signed: _____	Date: _____
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\* By signing and dating the above, I authorize Caesars Entertainment to direct deposit my funds into the bank account listed above

**Payables Ledger Research (FOR INTERNAL USE ONLY)**

How many vendors in PL \_\_\_\_\_ SW \_\_\_\_\_ Vendor Number(s) \_\_\_\_\_

# of Remit to Addresses: \_\_\_\_\_

List remittance Addresses:	TYPE	ACTV	ADDRESS	CITY, STATE, & ZIP C

Identify Gov Agency(ies) \_\_\_\_\_

Vendor YTD Spend \_\_\_\_\_ as of date \_\_\_\_\_

Used by which properties: \_\_\_\_\_

PL Bank Setup Date: _____	Already Set Up [ Yes or No ] _____	Setup Performed By: _____
Open ticket w/IT HOH Team Members [Add vendor in Innovis Trusted Link "like" FedEx]		Incident Number: _____
Open Date: _____	Opened By: _____	Completed Date / By: _____
Forward Vendor Setup Information to: _____		Date Sent: _____
Date Set up vendor [all address types] in EX: _____		Setup Performed By: _____
Date Set up bank acct info on vendor: _____		Setup Performed By: _____
ACH Penny Inv Entered: _____	Internal Id # _____	Entered By: _____

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Date of ACH Penny Test	_____	Confirmed By: _____	Confirmed Date: _____
GL Account Used	_____ (Use account pertaining to use on vendor otherwise .01 credit will not take)		
Request default in PL	_____	Default Date: _____	Defaulted By: _____
CREDIT INTERNAL ID	_____	ENTERED	PYMT NO / DATE _____



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