

## Bills and How We Deal With Them

- Please have your bills mailed to PO Box 6006, Columbus, OH 43206. Make sure the client name is on the bills and only the mailing address changed. This is important because our Accounts Payable office needs to see the name that belongs on that bill.
- Bills must come to our office directly (through our PO Box) in order for PayCo to take responsibility for paying any late fees
- Bills can also be faxed to our office at 614-737-0518.
- Bills can be emailed to our Accounts Payable office at [paybills@paycopayee.org](mailto:paybills@paycopayee.org).
- Bills that are mailed to our office will be paid within 3 to 5 days of receiving it.
- Bills that are faxed to our office will be paid within 2 to 4 days of receiving it.
  - For faxed bills, this includes bills that are already late or due on the day of us receiving it. If this situation occurs, please contact your account manager to see what options are available for getting it paid as soon as possible.