



West Virginia State Treasurer's Office Application for New Lockbox

Agency Name and Address _____

Accounting or Revenue Contact

Name: _____

Phone: _____ Fax: _____

Email: _____

Systems Contact

Name: _____

Phone: _____ Fax: _____

Email: _____

1. What is the amount of revenues collected annually? _____

2. What is the source of the revenues collected by your agency? _____

3. What are the current collection methods used? (ACH, Wire Transfers, Checks, Credit Cards or other. Please list in order of frequency of use)

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4. What are your billing cycles and number of payments per cycle? _____

5. How many staff currently process your revenues? _____

6. What is the current workflow of revenue processing from start to finish? _____

7. How do you produce your invoices / billing statements?

- Who prints them? _____

- Who mails them? _____

8. Can you provide an example of your invoice / billing statement to us? _____

9. What is your current stockpile of invoicing materials and how soon will you be re-ordering?

10. What Account Receivable systems do you currently use? (Please include version number)

11. Can your system receive an import file and in what format? _____

12. What data do you maintain from your invoice? _____

13. Do you have FTP and email capabilities? _____

14. Are there any constraints you face that the Treasurer's Office should know about?

Application completed by:

Date

Call Michael Buchanan at 304-341-0717 with any questions. Upon completion of this application please fax it to 304-340-1516 or mail to:

Michael Buchanan
Receipts Processing Division
West Virginia Treasurer's Office
1900 Kanawha Boulevard East
Charleston, WV 25305