

Payment Instructions

Follow the instructions below to remit payment to Verizon.

How to pay your invoice

- **Paying online**

Verizon Enterprise Center, available 24x7 at www.verizon.com/business provides online billing and optional online payment. If you can view your invoice in the Verizon Enterprise Center, click “Pay Online” in the navigation links at the left on the Invoice Summary screen and follow the instructions to pay. If you cannot open your invoice in the Verizon Enterprise Center, follow the instructions on the first page of your invoice to self-register.

- **Paying by phone**

Contact Verizon Financial Services at 1-800-806-8470 to authorize a one-time payment. For recurring credit card payments, please use the Verizon Enterprise Center Online Payment (see “Paying online” above). Please note that a \$5.00 convenience fee applies to payments authorized by telephone.

- **Paying electronically via ACH or wire transfer**

Please send an email to ACH-WIRE.requests@one.verizon.com for bank account information and instructions.

- **Paying by mail**

If you do not receive a paper bill and can view your invoice in the Verizon Enterprise Center, click “Pay by Mail” from the Invoice Summary screen to print a remit slip to enclose with your payment. If you receive a paper invoice, detach the payment slip at the bottom of page one and enclose it in the envelope provided. Make your check or money order payable to “Verizon”. When you provide a check as payment, you authorize Verizon to use information from your check to make a one-time electronic funds transfer from your account to process your payment as a check transaction.