**Request for Third Party Payer Information**

Please provide the following information to the Business Office at Washburn University in order to set up your organization as a Third Party Payer. The information can be sent to us in a letter, email or on a form specific to the paying organization, but a signature and contact person for the organization is required. If available, include a release signed by the student allowing us to discuss the student’s account with the organization, along with the following Third Party Payer information:

1. Name of the Third Party Payer
2. Billing address of Third Party Payer
3. Contact name and phone number for Third Party Payer
4. Student name(s)
5. Washburn ID or last 4 of SSN of student(s)
6. Dates and/or Term to be included (i.e., Fall 2015)
7. Charges to be included (i.e., tuition, fees, books, etc.)
8. Amount of charges to be covered (if not authorizing full payment)
9. Is the reimbursement for specific classes, and if so what are they?
10. Are grants, scholarships, awards, etc., to be considered in calculating the balance to bill the organization (i.e., deduct grants, scholarships first then bill organization for the difference)?
11. Are there specific deadlines for billing submission from Washburn to the organization?
12. Are there requirements for reimbursement such as:
    1. Is a copy of the student schedule required?
    2. Are billings to include the student’s SSN or other form of ID?
    3. Are individual invoices needed for each student or can they be totaled on a single page?
    4. Will the organization pay for dropped classes?

Send information and payments to:

Washburn University

Attn: Accountant, Business Office

1700 SW College Avenue

Topeka, KS 66621

Phone: (785) 670-2041

Fax: (785) 670-1054

[colleen.thiessen@washburn.edu](mailto:colleen.thiessen@washburn.edu)