



## **Electronic Invoicing Update**

For the well-being of our clients, team members, and community, our preferred payment methods have been updated. While payments can still be mailed to our existing lockbox, please do not mail payments to our offices. Below are payment instructions for those clients interested in same day wire and next day ACH payments. These alternatives are the best methods to ensure payment is received in a timely manner.

We appreciate your partnership as we all navigate this situation and hope that you and your loved ones are well. Thank you for your continued support, and be safe and healthy.

### **Domestic Wire (Same Day)**

Bank of America  
100 West 33<sup>rd</sup> St New York, NY 10001  
For credit to: CBIZ, Inc.  
Wire Routing #: 026-009-593  
Account #: 1499805398  
Description: CBIZ New England

### **International Wire (Same Day)**

Bank of America  
Swift Code: BOFAUS3N  
Chips#: 0959  
For credit to: CBIZ, Inc.  
Account #: 1499805398  
Description: CBIZ New England

### **ACH/EFT (Next Day)**

Bank of America  
1401 Elm Street, 2<sup>nd</sup> Floor, New York, NY 10001  
For credit to: CBIZ, Inc.  
ACH Routing #: 121-000-358  
Account #: 1499805398  
Description: CBIZ New England

### **Checks can be mailed to our Lockbox at:**

CBIZ MHM, LLC – New England  
PO Box 956793  
St. Louis, MO 63195-6793  
Please include check no. and invoice no. on checks