



ACP0001

Revision Date: 03-2021

Form Revisions  
Finalized by: Stephanie Barton

#### Business Information

Company Name: Virginia's Community Colleges Shared Services Center

Billing address: 147 Daleville Centre  
Daleville, VA 24083

Phone: 877-340-5577

Fax: 540-591-4001

Email: [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu)

Tax ID #: 82-1174167

#### Accounts Payable Contact Information

Phone: 877-340-5577

Fax: 540-591-4001

Email: [invoice@ssc.vccs.edu](mailto:invoice@ssc.vccs.edu)

#### Invoice Submission requirements

Invoices must be mailed to the above billing address or emailed to [invoice@ssc.vccs.edu](mailto:invoice@ssc.vccs.edu). The invoice must include a PO number and the institution name of where the product and/or service was provided. Payment terms are based on the receipt at our center of an invoice that meets the preceding requirements.

#### Sales Tax

We are exempt from sales tax. A Sales Tax Exemption Certificate can be provided upon request.

#### W9

A W9 can be provided upon request.