

Payment & Billing Reconciliation

Drive efficiency by better managing your audit confirmations

Auditors and accounting firms have several options when it comes to paying for Confirmation.com's audit confirmation service. Most auditors pay by individual credit card at the time the confirmation is initiated. However, accounting firms may choose to centralize billing by placing an authorized credit card on file. In addition, firms may choose to set up a commercial or corporate payment card to facilitate a more simplified back-end reconciliation of fees to client engagements.

Available Options:

Individual Credit Card

By default, auditors are required to pay at the point of initiating a request to a responder. Firms interested in gaining efficiencies can set up an individual credit card by office or firm wide. We accept VISA, MasterCard, and American Express. A billing receipt will be emailed after the card has been processed.

Payment Card

For accounting firms that choose to set up a payment card, Level II and Level III credit card data can be transmitted to their credit card issuer. This provides additional details on their billing statements for reconciling transactions with Confirmation.com to their audit engagements. In order to enable the transfer of Level II or Level III data to a credit card issuer, please follow the implementation steps in the gray box. Available data types depend on the card issuer and level.

Examples of available data types include:

- Engagement Number
- Purchase Receipt Number
- Amount
- Auditor's Zip Code
- Bank Department Zip Code
- Auditor Name, Email, Company Name
- Client Company Name

Implementation Steps for Level II or Level III Data:

- 1** A payment card must be configured for the accounting firm. The card can be configured for an office, a country or for an entire accounting firm.
- 2** Accounting firms must contact their credit card issuer to confirm that their card can support Level II or Level III data. If the credit card issuer supports Level II or Level III, the firm should request that the data be added to their statements.
- 3** Confirmation.com will then configure the additional information to be sent to the credit card issuer.

For more information or assistance with setting up a payment option, please email Customer Support at customer.support@confirmation.com, or contact your Regional Account Manager.