



EARLY PAYMENT PROGRAM

TxDOT has partnered with Oxygen Finance Americas, Inc. to offer all bidders and active TxDOT vendors the opportunity to enroll in the Early Payment Program (EPP). The EPP gives vendors more flexibility and control of their business and finances. Benefits include:

- Electronic invoice submissions sent to one email address for all TxDOT divisions
- Invoices are time-stamped upon receipt
- Rejection notices are usually sent within 1 business day with instructions on how to revise & resubmit for payment
- Payments are typically made within 10 business days, escalating your payment and providing cash quickly
- Remittance statements are emailed to EPP vendors for easy financial reconciliation
- Live supplier support specialists are available during regular business hours to assist EPP vendors with questions, payment status inquiries, PO questions / inquiries, as well as general TxDOT-related guidance.

Please fill out the information below and send to EarlyPay@txdot.gov

Company:	Tax ID/EIN:
Contact Name:	Title:
Address:	
Email:	Phone:
Billing Contact:	Title:
Email:	Phone:

OPTIONS (Please check one):

Yes, I would like to enroll in the EPP with the following terms for all future invoices: _____ % / 10 Days / Net 30

I understand and confirm the following:

- Texas State Agencies may disperse early payments to vendors, however state law requires the vendor to offer a discount in exchange for escalating payment before day the standard Net 30 terms. (Texas Government Code, Chapter 2155.382)
- TxDOT allows all EPP vendors to choose the percentage discount rate (%) that best suits their business needs.
- Early payment discounts are dynamically calculated, with a target payment date of 10 days from the date of valid invoice submission. Invoices paid 10 days after submission will result in incrementally lower discounts as each day passes; while invoices paid faster than the 10th day from submission will yield a slightly higher discount amount. The final discount taken is proportionate to the number of days the payment is accelerated and a discount is taken ONLY if payment is released before TxDOT's standard Net 30 terms.
- I understand that if TxDOT pays any Invoiced Debt owed to the aforementioned company under or in connection with any TxDOT Contract before the standard Net 30 days payment terms, TxDOT shall be entitled to an Early Payment Discount which will be deducted and retained from the total invoice amount. These terms will apply to ALL unpaid invoices as of the date of the signature on this enrollment form, and will continue to apply to ALL invoices during enrollment in the EPP.
- Vendor payments are always paid through the State Comptroller, never by Oxygen Finance.
- Direct Deposit payments from the Comptroller will post 1-3 business days after the payment. If your company elects to receive paper checks, please allow an additional 5 business days for receipt of funds.
- I have read the Oxygen Network Supplier Terms of Use found at <http://ftp.dot.state.tx.us/pub/txdot-info/fin/early-pmt/oxygen-network-terms.pdf>
- I am a representative of the aforementioned company and am authorized to enroll the company in the EPP.

I am interested in the EPP, but would like an onboarding specialist to call me at this number _____

Printed Name

Title

Signature

Date

To learn more about TxDOT's Early Payment Program and its benefits, visit www.txdot.gov/business/vendors/epp.html

To speak with an EPP Onboarding Specialist, call 866-515-3860 x 3
You can also email us at EarlyPay@txdot.gov or Onboarding@Oxygen-Finance.com