**Utrecht University invoice address**

In order to ensure that the accounting department can process incoming invoices promptly and efficiently, it is important that invoices not only comply with legal requirements, but also with specific requirements set by Utrecht University. This helps ensure swift payment.

**Address**
The invoice must be addressed to Utrecht University.
The correct address for invoices is:

- Utrecht University
- Attn. ASC
- P.O. Box 80.011
- 3508 TA UTRECHT

When invoices are submitted digitally, the stated address may be another valid university address.

The Utrecht University VAT number is NL0017.98.650.B.01.

**Reference number**
Invoices cannot be processed and will therefore be returned to sender when the reference number misses.
Correct reference numbers are as follows:
1. a ten-digit order number
   OR
2. a WBS-element

Your client will give you a reference number.

**Any Questions?**
Contact the University Corporate Office, Finance, Control & Administration – Accounting Services – Accounts Payable
Tel: (+31) 30 253 3889
E-mail: infocrediteuren@uu.nl