



## ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

***Signing up for Vendor Automated Clearing House (ACH) payments provides many benefits for our vendors:***

### **Faster Payments**

\* ACH payments can be credited to your account in less than three business days. Payments made through the U.S. Postal Service can take seven to ten days.

\* Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

### **Fewer Hassles**

\* ACH payments eliminate the need for paper checks and envelopes, as well as the fuel and energy used to prepare and deliver checks.

\* Your ACH payment cannot be lost in the mail or sent to an outdated address.

\* You will save time by not traveling to the bank or waiting in lines to deposit your check.

**If you have any questions about Vendor ACH payments, please feel free to contact our Accounts Payable team at 919-661-6351.**

PAYEE/COMPANY INFORMATION	
NAME	TAXPAYER ID NO. OR SSN NO.
ADDRESS	
EMAIL FOR REMITTANCE ADVICE:	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ( )

FINANCIAL INSTITUTION INFORMATION	
BANK NAME:	
BANK ADDRESS:	
BANK NINE-DIGIT ROUTING NUMBER:	
DEPOSITOR ACCOUNT NAME:	
DEPOSITOR ACCOUNT NUMBER:	
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:	DATE: