

Moraine Valley Community College

Dear Vendor:

The College offers payments to its vendors via ACH transfer. **This means you can receive payment by an electronic deposit directly to your bank.** Vendors who are set up with ACH will receive payments quicker, as there is no more waiting for the check to arrive by mail.

To register for ACH, your company representative must provide your banking information. Please note that the information will be secured and all your banking information is encrypted on our vendor system. **All requests to register for ACH must include:**

- A letter, on company letterhead, requesting to register for ACH transfer
- A signature from an authorized signer (CFO, Treasurer, Controller, VP of Finance, etc.)
- Bank name and address
- Name on the bank account
- Bank routing number, account number, and account type (savings or checking)
- A copy of a voided check, or letter from the vendor's bank confirming the account information
- Vendor email address to receive remittance information – An email address is mandatory for remittance
- Phone number

Before any ACH transfer takes place, all banking information will be pre-noted. The College will send a file with your remittance information to its bank, who will then verify with your bank that the account and routing numbers provided are valid. Pre-noting takes up to two weeks. If a payment is processed during this time, a paper check will be issued.

To register for ACH transfer, your request can be mailed to my attention at the address below, faxed, or emailed to ***invoices@morainevalley.edu***. A member of our Accounts Payable Department may contact you via phone to confirm your request and the information provided. When an ACH payment occurs, an email from the College's Accounts Payable Department will be sent to the remittance email address provided in your request. Imbedded in this email is the remittance advice.

Please notify our Accounts Payable Department (***invoices@morainevalley.edu***) immediately with any changes to your account or remittance information, or with any new requests, in order to avoid an interruption to payments via ACH transfer.

If you have any questions regarding the process, please do not hesitate to contact me.

Sincerely,

Stephanie Meuris
Manager of Accounting Services
Moraine Valley Community College
Telephone: 708-974-5612
Fax: 708-974-8612