

Moraine Valley Community College

Dear Vendor/Payee:

Moraine Valley Community College offers payments to its vendors and miscellaneous payees via ACH transfer/direct deposit. To register for ACH, you or your company representative must provide your banking information. **All requests to register for ACH must include:**

- A completed Vendor/Payee ACH/Direct Deposit Authorization Form (attached). This form must be filled out in its entirety and include the signature of an authorized signer on your bank account, and
- One of the following:
 - A copy of a voided check, or
 - A letter from the vendor's/payee's bank confirming the account information, or
 - A scan or photo of a bank document with correct bank routing number and account number
- A completed IRS Form W-9 (attached)

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. Embedded in this email is the remittance advice.

Before any ACH transfer may occur, all banking information will be verified. 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. This verification process may take up to two weeks. If a payment is processed during this time, a paper check will be issued.

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,

Janine Kraft
Accounts Payable Manager
Moraine Valley Community College
Telephone: 708-608-4432
Fax: 708-608-4932
kraftj9@morainevalley.edu

Moraine Valley Community College

Vendor/Payee ACH/Direct Deposit Authorization Form

Please complete this form if you are interested in receiving ACH/Direct Deposit payments. Email this form, along with one of the following: 1) a copy of a voided check, 2) a letter from the vendor's/payee's bank confirming the account information, or 3) a scan or photo of a bank document with correct bank routing and account numbers to invoices@morainevalley.edu. When payment occurs, you will receive a direct deposit advice, similar to an electronic check stub, by email for your records. Contact invoices@morainevalley.edu, or call 708-608-4432 if you have any questions.

Please Check One

<input type="checkbox"/> NEW Direct Deposit	<input type="checkbox"/> CHANGE Direct Deposit	<input type="checkbox"/> CANCEL Direct Deposit
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Vendor/Payee Information

Legal Name							
Remit to Address							
Remit to City		State		Zip Code			
Contact Name							
Phone		Fax					
Email to send remittance							

Bank Information

Bank Name							
Bank Address							
Bank City		State		Zip Code			
Name on Bank Account							
Account Number							
ABA Routing Number							

Approval/Authorization

I certify that the information provided on this form is correct, and I hereby authorize Moraine Valley Community College (MVCC) Accounts Payable to initiate credit entries to the account at the participating financial institution named above. I acknowledge that the origination of ACH transactions to the account must comply with U.S. laws. I understand that I must notify MVCC Accounts Payable in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until MVCC Accounts Payable has received written notification requesting a change or cancellation and has had reasonable opportunity to act, which should take no longer than fourteen business days upon receipt of such notification.

Authorized Signature

Date

Printed Name

Title

