



PROCUREMENT SERVICES

ACCOUNTS PAYABLE OFFICE SUPPLIER ACH PAYMENT FORM

Thank you for your interest in Messiah University's ACH Payment Program. This program provides a timely deposit to your business account, freeing up staff time and giving you rapid access to your money. Further, it allows us to work together to positively impact the environment by reducing our printed check output.

To enroll in the ACH Payment program, complete the information below and save the form. Please return this form and a scan of a voided check via this secure link.

The initial setup for ACH deposits can take approximately three weeks from the date we receive your completed form. Your ACH/Accounts Receivable Contact will be notified when your account has been established. A remittance confirmation will be sent via email to verify all payments made to your account.

NOTE: We will not deposit to bank accounts located outside of the USA.

Do not hesitate to contact us at accountspayable@messiah.edu or (717)766-2511 ext. 2910 or ext. 2911 with questions.

Sincerely,
Messiah University
Accounts Payable Office

Supplier Name: _____ Date: _____

Supplier Address: _____

Bank Name: _____ Telephone: _____

Routing # [] (also called Transit #, found on the bottom of the check, 9 digits)

Account # _____ *Please attach a copy of a voided check

Account Type: Checking Savings Other

Email address where remittance confirmation should be sent: _____

ACH/Accounts Receivable Contact Name: _____

Telephone Number: _____ Email: _____

I hereby authorize Messiah University and the financial institution listed above to initiate ACH (credit) entries to my account. This authorization will remain in effect until the Accounts Payable Office has received written authorization from the supplier of its termination or modification. The supplier shall give notification in such time and manner as to afford the Accounts Payable Office and the financial institution a reasonable opportunity to act upon the change or termination request.

Authorized Signature

Name and Title

Date