



OTTERBEIN UNIVERSITY VENDOR DIRECT DEPOSIT PAYMENT PROGRAM

Otterbein University requests all vendors enroll in the University's Vendor Direct Deposit Payment Program. This program utilizes ACH (Automated Clearing House) payments to provide a timely, accurate and convenient method of depositing funds owed to vendors. Instead of using paper to carry necessary transaction information, (like a check), ACH transactions are transmitted electronically between financial institutions. Because ACH is electronic, transactions are processed faster than paper checks which must be handled manually. A remittance email is sent to the email address provided below at the time payment is initiated to notify you of the impending deposit. Utilizing ACH payment processing is more efficient for your business, the University and better for the environment.

Please include a copy of a voided check (not a deposit slip) with this form to ensure accurate processing. Once the form is completed please send back to the University via one of the methods provided below.

Please type or print the requested information. All information provided must be legible and completed in full.

Select one of the following methods for documents submission:	Questions? Please Contact:
E-mail: payables@otterbein.edu Fax: (614) 823-1512 ATTN: Accounts Payable Mail: Otterbein University Attn: Accounts Payable 1 South Grove Street Westerville, OH 43081	Phone: (614) 823-1123 E-mail: payables@otterbein.edu

Note: this document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.

Payee Name:			
DBA (If Applicable):			
Address:			
City, State, Zip:			
Contact Person:			
Contact Phone:		Contact Fax:	
Contact E-mail:			
Payment Remittance E-mail:			
Federal Tax ID or SSN:			

AGREEMENT: I hereby authorize and request Otterbein University to initiate credit entries and, if necessary a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. The electronic payment data remains in effect until withdrawn by: a) written authorization to the University, or b) my death or legal incapacity, or c) the financial institution, or d) the University. Any account changes must be reported to Otterbein University, Accounts Payable department at least thirty (30) days prior to actual change. Failure to provide sufficient notice may lead to delay of payment.

Financial Institution Name:			
City, State, Zip:			
Transit Routing/ABA Number:		Account Number:	
Account Type:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Account Owner:
Phone Number:			
Signature:		Date:	
Accounts Payable Use Only			
Vendor ID:		Entered by:	Date:

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Additional Information

- This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the vendor in, as a result of them no longer doing business with Otterbein University, or terminated by Otterbein University.
- All information provided must be legible, and completed in full
- Any account changes must be reported to the university, in writing, at least **thirty (30)** days prior to actual change.
- It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking information, contact or other. Failure to do so may prevent you from being paid properly or receiving remittance information.
- If the account information changes, you agree to submit an updated ACH authorization agreement and voided check.
- Once ACH is setup, all payments to said vendor will be made via ACH.
- ACH payments may take several days for processing through the banking system before they appear in your bank account.
- When an ACH payment is processed, a system generated remittance email is sent containing the payment information. The email will be sent only to the email address on the ACH form.
- It is the vendor's responsibility to ensure that emails from Otterbein University are received properly and do not go to your SPAM account.
- If the emails are not being returned to the university as "undeliverable" this indicates that they were successfully sent and received.

QUESTIONS?

Contact us via phone or email

Phone: (614) 823-1123

Email: payables@Otterbein.edu