



83 Windham Street
Willimantic, CT 06226

ACH Payment Enrollment Form

See page 2 for Terms and Conditions
Retain a copy of this agreement for your records.

Type of Action (Please Check One):
 New Change Cancel

Block 1 – INDIVIDUAL/COMPANY INFORMATION

<input type="checkbox"/> Individual	OR	<input type="checkbox"/> Company
Eastern ID # _____		FEIN # _____
Name _____		Name _____
Address _____		Business/Organization Name _____
Mailing Street Address _____		Mailing Street Address _____
City, State ZIP Code _____		City, State ZIP Code _____
Phone _____		Name _____
		Title _____
		Phone _____

Block 2 – FINANCIAL INSTITUTION INFORMATION

Bank Name _____
 Bank Nine-Digit Routing Number _____
 Bank Account Number _____

Your financial institution routing number can be found on your check. It is the first nine digits on the lower left of your check, followed by your institution account number and check number.

Type of Account: Checking Savings

Block 3 – NOTIFICATION METHOD

Notification of your deposit confirmation will be sent via e-mail. If you do not provide an e-mail address, your deposit confirmation will be mailed to the address listed in Block 1.

Email Address _____

By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2.

Print Name: _____ Title: _____

Signature: _____ Date: _____

If you have any questions concerning ACH Transactions, please contact Eastern Accounts Payable at 860-465-5370

ECSU Use Only:	
<input type="checkbox"/> Updated in Banner	Processed by _____ Date: _____

TERMS AND CONDITIONS

The standard for any payments made on behalf of Eastern Connecticut State University (Eastern) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions participate in ACH.

In order to successfully carry out Eastern's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information;
- That any revised authorization will replace any previous authorization;
- That Eastern may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the ACH Payment Enrollment Form authorizes Eastern to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the Eastern Accounts Payable Department for travel, refunds, and/or vendor payments, whichever is applicable.

Your authorization shall remain in effect until advanced written notice of termination is produced to Eastern. Such notice should afford Eastern and the financial institution names on Page 1 (Block 2) reasonable opportunity to act on it. It is your responsibility to provide written notice to Eastern immediately of any changes to your financial institution, routing and account number(s).

Written notice should be addressed to:

Eastern Connecticut State University
Accounts Payable Department
83 Windham Street
Willimantic, CT 06226