

Mitiku Shifa
Controller

Office of the Chief Financial Officer

Attention All UDC Vendors!

To streamline and enhance our payment methods, The University of the District of Columbia is pleased to announce its new electronic payment initiative for vendors. Enrollment in the ACH program permits payment via the National Automated Clearinghouse Association (NACHA) network. All vendors are encouraged to enroll as the electronic payments for vendors will bring many benefits to you:

1. Eliminate the risk of mailing delays
2. Reduce possibility of fraud
3. Have immediate availability to funds
4. Avoid the hassle of travel time to deposit checks
5. Avoid having to wait for check clearance
6. Receive payments 2 to 5 days earlier

Completed enrollment forms should be sent directly to the Accounts Payable Department by email:

Email: udcacctspay@udc.edu

Questions should be directed to Robin Sharps, Accounts Payable Supervisor at (202) 274-5088.

Enclosures: ACH Enrollment Form
 UDC FAQ



For agency use only:
Banner-generated N #

ACH VENDOR PAYMENT ENROLLMENT FORM

Section A

Vendor ☐ Flagship Student ☐ CCDC Student ☐ Law Sch. Student ☐
New Form ☐ Correction/Change ☐ Cancellation ☐

Vendor/Payee/Company Information

Vendor Name*	_____	Banner N# / EIN*	_____

Address*	_____		
Vendor Contact Name*	_____	Vendor Contact Phone Number*	_____
		Vendor Email Address*	_____

*Required

I (we) hereby authorize the University of the District of Columbia to initiate credit entries to my (our) account. If funds to which I am not entitled to are deposited to my account, I (we) authorize the University of the District of Columbia to direct the financial institution to return said funds. This authorization is to remain in effect until the University of the District of Columbia receives written notification of revocation.

Name & Title of Authorizing Official for Vendor
(Please type or print)

Signature of Authorizing Company Official for Vendor

Date

Section B

Payments should be made to the depository account named below

Bank/Financial Institution Information (to be reviewed and signed by Vendor's Financial Institution)

Bank/Financial Institution Name*	_____	Account Title*	_____																														
Branch Address*	_____	Phone Number*	_____																														

9-digit Transit Routing Number*	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Account Number*	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Type of Account*	<input type="checkbox"/> Checking <input type="checkbox"/> Savings																																

Notice: All vendors must have a W-9 on file with the University of the District of Columbia

ELECTRONIC PAYMENTS INITIATIVE

FREQUENTLY ASKED QUESTIONS

How do I benefit from receiving Electronic Payments?

Electronic payments allow you to 1) eliminate the risk of mailing delays, 2) have immediate availability to funds 3) avoid the hassle of travel time to deposit checks and 4) avoid having to wait for clearance.

How can I eliminate waste and save time and money?

Automated Clearinghouse (ACH) payments are deposited directly into your bank account electronically.

How can I enroll in the Automated Clearinghouse (ACH) Program?

To enroll in the ACH program, complete Section A of the enclosed ACH Enrollment form. Forward the enrollment form to your branch manager or other banking official at your financial institution to verify the ACH account information for your company and complete Section B. Return the completed and signed form to the same agency that currently receives your invoices. If you maintain more than one bank account that receives deposits from the University of the District of Columbia, a separate form must be completed for each account.

What is the ACH Process?

When a completed and signed application is received by the Accounts Payable Dept. - University of the District of Columbia, your company's information will be updated to include your banking data and change your payment method from check to ACH.

What is the effective date for the ACH payment enrollment?

Upon enrollment, you should begin receiving ACH payments in your next payment cycle; however, depending on when your enrollment form is processed it may take two payment cycles for you to begin receiving ACH payments. If you have not completed the ACH enrollment form, you will receive your payments by check until the ACH process is successfully completed.

How do I change my ACH information?

To change account information, simply complete an ACH Vendor Payment Enrollment form, indicating in Section A "Correction/Change". Forward the document to your financial institution for completion and return it to the Accounts Payable Dept. - University of the District of Columbia for processing.

How do I cancel ACH participation?

To cancel your ACH participation, complete an ACH Vendor Payment Enrollment form, indicating in Section A "Cancellation" or send a letter to the Accounts Payable Dept. - University of the District of Columbia.

Who do I contact with questions?

Kindly contact the Accounts Payable Dept. - University of the District of Columbia at (202) 274-5088 between the hours of 8:30 a.m. and 5 p.m., Monday through Friday, excluding holidays, or send any written correspondence to:

Email: udcacctspay@udc.edu