



## Vendor ACH Payment Enrollment Form

**Signing up for Vendor Automated Clearing House (ACH) payments provide many benefits for our vendors:**

### **Faster Payments:**

- ACH payments can be normally credited to your account in less than three business days. Payments made through the mail can take seven to ten days.
- Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

### **Fewer Hassles:**

- ACH payments eliminate the need for paper checks and envelopes as well as the fuel and energy used to prepare and deliver checks.
- Your ACH payment cannot be lost in the mail or sent to an outdated address.
- You can receive immediate notification of each notification sent to an email address you provide.
- You will save time by not traveling to the bank or waiting in lines to deposit your check.

**If you have any questions about Vendor ACH payments, please feel free to contact our Accounts Payable team at (863) 292-3712.**



# Vendor ACH Payment Enrollment Form

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This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following: \_\_\_\_\_ New \_\_\_\_\_ Change

## Vendor/Company Information

Name:	Polk State Vendor number (if known):
Current Mailing Address:	
Taxpayer ID (FEIN):	Contact Person Name:
Contact Phone:	Contact Email Address:

## Financial Institution Information

Name:		
Address:		
Nine-digit Routing Transit (ABA) Number:		
Account Number:		
Account Type:	_____ Checking	_____ Savings
Name and Title of Payee or Authorized Official (please print):		
Signature:	Date:	

A voided check must accompany this form in order to receive payments electronically. A taxpayer ID is required for vendor verification. An email address is required to participate in this program.

**Send this form and voided check to:** OR **Form and voided check image can be emailed to:**

Polk State College  
Attn: Accounts Payable – Electronic payment enrollment  
Mail Station 7  
999 Avenue H, NE  
Winter Haven, FL 33881

[Accountspayable@polk.edu](mailto:Accountspayable@polk.edu)

Please put electronic payment enrollment in the subject line.