

ACH ENROLLMENT FORM



Office of the VP for Finance and Treasurer
737 Franklin Building, 3451 Walnut Street
Philadelphia, PA 19104-6205
215-898-7256 (P) 215-573-6392 (F)

Attention Account Receivable:

Effective January 1, 2009, the University of Pennsylvania will begin paying for services rendered and goods purchased via ACH, a method of electronic funds transfer available through the Federal Reserve Automated Clearing House (ACH).

This preferred method of payment is a more prompt, efficient and environmentally friendly way for both the University of Pennsylvania to make payment and for you to receive it.

We appreciate your providing the following information to us so that we may implement ACH payments for your account. Please fax the completed form to 215-573-6392 or email it to: cash@exchange.upenn.edu. If you have questions, contact Cash Management at 215-898-7256 or cash@exchange.upenn.edu.

ACH PAYMENT INFORMATION

Recipient Information (Please PRINT or TYPE information)

Company Name: _____ Tax ID#: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Company Contact: _____ Phone #: _____

Financial Institution Information

Account Type: (check one) _____ CHECKING _____ SAVINGS

Bank Routing Number (9-digit number): _____

Bank Account Number: _____

Bank Name: _____

Bank Street Address: _____

Or

PO Box: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

ACH Coordinator Name: _____ Phone #: _____

Please inform your financial institution that you will be having ACH transactions posted to the above account. Please notify University of Pennsylvania at cash@exchange.upenn.edu or 215-898-7256 if you change your financial institution.