

## www.ccm.edu

214 Center Grove Road Randolph, NJ 07869

## **Important Notice Regarding ACH Direct Deposit**

County College of Morris is pleased to offer payments to vendors and other payees by means of ACH direct deposit in lieu of issuing checks. To take advantage of this fast, safe and secure method of payment, we encourage you to take a few minutes to complete the authorization and enrollment form on the next page. A remittance advice will be emailed to you when the ACH payment is initiated.

Benefits of ACH direct Deposit method of payment include:

- Faster payment quicker access to your money
- Eliminates the possibility of a lost/stolen check
- Saves time and the gas it takes to drive to and from your financial institution to deposit or cash a check
- Reduces paper use by eliminating the need to print and mail a check
- Supports County College of Morris's commitment to practice and promote sustainability



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## ACH Authorization and Enrollment for Accounts Payable Form

This form is used for Automated Clearing House (ACH) payments processed through CCM's Vendor database.

Vendor □  Name:	Payo	ee Info	rmati	on			E	mp	loy	<b>e</b> e [										
		ee Info	rmati	on							Employee □									
	First																			
	First										EIN or ID#:									
Last Mailing/Remittance Address:								_		_										
Street Address																				
Address Line 2																				
Street Address 2																				
City						S	tate			Z	IP Co	ode								
Phone: Email	(Paymen	t Notifica	ation)																	
You will receive notification of each deposit via	a this email	l address.	Please	add "	' <u>Accour</u>	tsPaya	ıble@	ccm.e	<u>edu</u> " t	o yo	ur em	ail filt	ers							
Fin	ancial Ir	nstituti	on In	form	natio	1														
Financial Institution:			Che	eckin	ıg:□		Sa	ving	s:											
					J			,												
Routing/Transit Number		(9 Dig	its)																	
Account Number:	<del> </del>	<del>                                     </del>										1								
Must Attach a voiced of	check/Micr	o specific	cation s	heet 1	for eac	n acco	unt at	ove.												
To Ensure that my account is properly credited, I have amount will be deposited	attached a	voided	check o	r my	bank's	form fo	or the	acco	unt li	sted	abo	ve wh	nere th	ıe						
·	D																			
	Disclain	ner an	d Sigi	natu	ıre															
I hereby authorize County College of Morris to initiate of CCM deposits funds to my account(s) which I am not er amount of the overpayment.																				
I agree not to hold CCM responsible for any delay or los institution or due to an error on the part of my financial i							ation s	uppl	ied by	/ me	or by	my f	inanci	a <i>l</i>						
This agreement will remain in effect until County Colleg until I submit a new ACH deposit form to the Accounting information.																				
Authorized Signature:							_	Date	e:											
Title:							_ Ph	one	·											
Mail Completed form to: 21 HH Pa	ounty Coll 4 Center 1 210 – A ayable andolph, N	ege of M Grove F ccounts	Morris Road																	

Electronic submissions of this form are not accepted at this time.