New England Conservatory

Vendor/Supplier ACH Payment Enrollment and Update Form

Action Needed (check one): New____ Change____ Cancel____

I. VENDOR/SUPPLIER INFORMATION

Name: _____

Street Address: _____

City, State, Zip: _____

Contact Name: _____ Email: _____

Phone: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___

Non-Individuals:

FEIN # ___ ___ - ___ ___ ___ ___ ___ ___ ___

An accurately completed copy of IRS form W9 must be submitted with this form before any payments will be processed.

II. FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Institution Account Number: _____

Nine-digit Routing Number: _____

III. ACKNOWLEDGEMENT

By signing below, I acknowledge I have read, understand, and agree to the Terms and Conditions on the reverse side of this form on behalf of the entity named above. If you have any questions concerning the payment of amounts due to you via ACH transactions, please contact Rachinda Gutierrez in Accounts Payable at 617-585-1214. Retain a copy of this agreement for your records.

Signature & Title: _____ Date: _____

IV. ACCOUNTS PAYABLE USE ONLY

Updated in FE Vendor File by: _____ Date: _____

NEC
New England Conservatory

TERMS AND CONDITIONS

The preferred method of payment for the New England Conservatory of Music is through the Federal Automated Clearing House system, commonly known as ACH or direct deposit. ACH is known to be one of the safest, fastest and most convenient methods of payment. To enroll in the ACH payment process, you must have a valid checking account at a financial institution that participates in ACH (almost all banks and credit unions participate).

In order to successfully enroll to receive your payments by ACH you agree:

1. To the provisions of this ACH agreement;
2. To provide complete and accurate enrollment information;
3. That any revised authorizations will replace any previous authorization;
4. That New England Conservatory may reverse any duplicate or erroneous credit entries;
5. That your 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;
6. Submission of the ACH Payment Enrollment Form authorizes New England Conservatory to electronically deposit your payments through ACH to the financial institution you have listed on this form;
7. Your authorization shall remain in effect until written notice of change or termination is provided to New England Conservatory;
8. Any such notice will afford New England Conservatory and the financial institution named reasonable opportunity to act on it; and
9. It is your responsibility to provide an updated Vendor/Supplier ACH Payment Enrollment and Update Form should there be a need to change any of the information contained on this form essential to completing payments to you, or for timely and accurate administration thereof. Any changes or notices in this regard to New England Conservatory should be addressed or sent to:

New England Conservatory of Music
Accounts Payable Department
290 Huntington Ave.
Boston, MA 02115