



Vendor/Guest Artist ACH Payment Authorization and Update Form

Action Needed (check one): New _____ Change _____ Cancel _____

I. VENDOR/GUEST ARTIST INFORMATION

Name: _____

Street Address: _____

City, State, Zip: _____

Email: _____

Phone: (_____) _____ - _____ ext.: _____

Non-Individuals:

FEIN # _____ - _____

A completed and signed IRS Form W-9 must accompany this form before payments can be processed.

II. FINANCIAL INSTITUTION INFORMATION

Bank Name: _____

Checking Account or Savings Account? _____

Account Number: _____

ABA Routing Number (9 digits): _____

Email to receive payment notification if different than above: _____

III. FINANCIAL INSTITUTION VERIFICATION

One of the following must be submitted with the form to be completed:

- Screen shot of your banking account details from your mobile banking application showing your name, financial institution name, routing, and account number
- Voided check
- Letter from your bank confirming account information

IV. ACKNOWLEDGEMENT

By signing below, I acknowledge I have read, understand, and agree to the Terms and Conditions on the following page of this form on behalf of the entity named above. If you have any questions concerning payments via ACH, please contact Accounts Payable at 617-585-1214 or ap@necmusic.edu. Retain a copy of this agreement for your records.

Signature: _____ **Date:** _____



ACH AUTHORIZATION TERMS AND CONDITIONS

New England Conservatory issues payments by Automated Clearing House (ACH) whenever possible. ACH is a secure, efficient, and convenient method of electronic payment. 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 of Music may initiate correcting or reversing entries as permitted under the NACHA Operating Rules, applicable law, and is not responsible for any bank charges associated;
5. This authorization remains in effect until revoked in writing by either party or until the associated bank account is closed;
6. Submission of the ACH Payment Enrollment Form authorizes New England Conservatory of Music to initiate ACH entries to the bank account identified on this form 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 of Music;
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 of Music should be addressed or sent to:

New England Conservatory of Music
Accounts Payable
290 Huntington Ave.
Boston, MA 02115
ap@necmusic.edu

V. ACCOUNTS PAYABLE USE ONLY

Updated in FE Vendor File by: _____ Date: _____

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NEC STAFF PLEASE CHECK BOX TO CONFIRM ACCOUNT INFORMATION HAS BEEN VERIFIED