

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Vendor ACH Enrollment Form
 Electronic Funds Transfer (EFT)
 (All fields must be completed)

Vendor Name:	Vendor # (Leave Blank if Unknown):
Contact Name:	Email Address (Payment Notification):
Address:	Contact Phone:
Bank Name:	
Bank Account Type:	
CHECKING Bank <u>Routing</u> Number (9 digits):	
CHECKING Bank <u>Account</u> Number (include leading zeros):	
Attach a CHECK marked “ VOID ” with a preprinted name & current address or an official BANK FORM , certified & stamped by a banking official, which provides bank account number and routing number.	
<p>PLEASE NOTE: <i>UNCSA will transmit your payment electronically based on the information you have provided. If the transmission fails because you have given us incorrect or outdated information, UNCSA can only provide a replacement payment AFTER the University has received a refund from the financial institution. It is important that you provide correct account & bank routing numbers – and that you notify the Finance Office immediately if you change banks or account numbers. UNCSA has the right to retract & correct payments as necessary.</i></p>	
<p>IAT (International ACH Transactions) Payee Statement:</p> <p><i>I acknowledge that ACH electronic payments to the designated financial institution account must comply with the provisions of U.S. Law, as well as the requirements of the U.S. Office of Foreign Assets Control (OFAC).</i></p> <p><i>I affirm that ACH electronic payments originated by UNCSA to the credit of our designated financial institution account are not subject to being subsequently transferred to a foreign bank account or, if subject to being transferred to a foreign bank account, it is not the full amount of the originated ACH electronic payment amount.</i></p>	
Signature:	Date:
Title:	Phone:

Please mail or fax the completed form to:

UNCSA – Accounts Payable
 1533 South Main Street
 Winston-Salem, NC 27127
 Fax (336) 631-1233