



Vendor ACH Payment Enrollment Form

Signing up for Vendor Automated Clearing House (ACH) payments provides many benefits for our vendors:

Faster Payments

- ACH Payments can be credited to your account in less than three business days after processed. Payments made through the U.S. Postal Service can take up to ten days.
- Most banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

Fewer Hassles

- ACH payments eliminate the need for paper checks and envelopes as well as the fuel and energy used to prepare and deliver checks.
- Your ACH payment cannot be lost in the mail or sent to an outdated address.
- You can receive immediate notification of each ACH payment sent to the email address you provide.
- You will save time by not traveling to the bank or waiting in lines to deposit your check.

If you have any questions, or would like to discuss other payment options, such as American Express, please contact Accounts Payable at 706-629-7366 or accountspayable@gcbe.org.

Vendor ACH Payment Form

To opt into ACH payments, please provide the following information. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following: New Change

PAYEE/COMPANY INFORMATION

Name:	
Current Mailing Address:	
SSN or FEIN:	Contact Person:
Telephone:	Fax:
Email Address:	

FINANCIAL INSTITUTION INFORMATION

Name:	
Address:	
Routing Number (9 Digits):	Account Number:
Type of Account:	
Name of Authorized Official:	

Signature: _____ Date: _____

A voided check must accompany this form in order to receive payments electronically.

Send this form and voided check to:

Fax: 706-879-5043

OR

Email: accountspayable@gcbe.org