

**VENDOR ACH PAYMENTS
FREQUENTLY ASKED
QUESTIONS**

Q. What is an ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits payment directly into your account at any financial institution. This replaces a paper check that is sent through the mail.

Q. Who is eligible for ACH Vendor Payment?

A. Any vendor that is currently being paid by check through the Accounts Payable Department.

Q. What do I need to do to get signed up?

A. Complete the ACH Vendor Payment Authorization Agreement. The form can be found at our website at www.maine207.org. Go to About, Business Office, Forms. Fax the signed agreement to [847-696-3254](tel:847-696-3254). Attn: Iliana Garcia-Accts Payable. If you have any questions, please call or e-mail us.

Q. How long will it take to update my preferred method of payment to direct deposit?

A. The *Vendor ACH Authorization Form (if complete)* will be processed within 10 business days of being received by the Accounts Payable department. Until the account setup is complete, payment will be made by check. Participants cannot request check payments while being setup in the ACH program. An email notification will be sent to the account contact to notify of the account set-up.

Q. How will I know that I'm getting paid?

A. Once a payment is processed, the person listed as ACH contact will receive an email notification of payment made. The financial institution will then process payment within 1-2 business days.

Q. What should I do if I change account numbers or financial institutions?

A. If you want to change your ACH electronic payment authorization, please complete a new *Vendor ACH Authorization Form*. Fax the change form to the number shown on the form.