



ACH Payment Enrollment Form

See Page 2 for Terms and Conditions.
Retain a copy of this agreement for your records.

Type of Action (Please Check One)
 New Change Cancel

Block 1 - INDIVIDUAL/COMPANY INFORMATION

Individual
 I am currently a State employee

Banner ID: _____
(Banner ID Required for SCSU Students/Staff)

Name: _____

Address: _____
Mailing Street Address

City, State and ZIP Code

Phone _____

Company

FEIN#: _____ - _____
(Federal Employee Identification Number)

Name: _____
Business/Organization Name

Address: _____
Mailing Street Address

City, State and ZIP Code

Name: _____
Authorized Representative Full Name

Title: _____

Phone _____

Block 2 - FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Routing Number (9 digits): _____

Account Number (no spaces or dashes):: _____

Required Documentation: Please attach a voided check for the bank account linked above as verification of account and routing information.

Type of Account: Checking Savings

Block 3 - NOTIFICATION METHOD

Please provide a Primary Contact Email for general business communication and a Remittance Email to receive payment notification and remittance details.

Primary Email Address: _____

Remittance Email Address: _____

By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2 and I have attached a voided check as required for ACH enrollment.

Signature: _____ Date: _____

For questions please contact SCSUVendors@SouthernCT.edu

ACCOUNTS PAYABLE USE ONLY

Updated in Banner Processed by: _____ Date: _____

TERMS AND CONDITIONS

Mandatory Direct Deposit Requirement

All vendors and payees conducting business with Southern Connecticut State University (SCSU) are required to receive payments via direct deposit through the Automated Clearing House (ACH).

To receive payment from SCSU, vendors must complete and submit the ACH Payment Enrollment Form with accurate and current banking information. Enrollment in ACH is a condition of doing business with SCSU. Failure to enroll or to provide complete documentation may delay or prevent payment.

Required Supporting Documentation

To verify banking information, vendors must submit a voided check (or an official bank document showing account and routing numbers) for the account listed on the enrollment form. SCSU reserves the right to request additional documentation as needed for verification.

Authorization and Accuracy of Information

Submission of the ACH Payment Enrollment Form authorizes SCSU to electronically deposit payments to the financial institution identified on the form. The payee certifies that all information provided is accurate and agrees that any revised authorization will replace all prior ACH authorizations on file.

Changes to Banking Information

Vendors are responsible for promptly notifying SCSU Accounts Payable, in writing, of any changes to their financial institution, account number(s), routing number(s), or business contact information. SCSU requires reasonable advance notice to process changes and is not responsible for delays or errors resulting from untimely or incomplete updates.

Error Correction and Reversals

SCSU reserves the right to reverse or correct any duplicate or erroneous ACH credit entries in accordance with applicable ACH rules and regulations.

Duration and Termination

This authorization remains in effect until SCSU Accounts Payable receives written notice of termination or a revised ACH authorization and has had reasonable time to act upon such notice.

Contact Information

Written notices and ACH-related inquiries should be directed to:

Southern Connecticut State University
Accounts Payable Department
501 Crescent Street
New Haven, CT 06515-1355
Email: SCSUVendors@SouthernCT.edu