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| **ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT**  PLEASE TYPE or PRINT LEGIBLY | | | | | | | | | | | | | | | | |
| NEW REVISION (Please Check One) | | | | | | | | | | | | | | | | |
| I authorize The Sage Colleges to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. If The Sage Colleges erroneously deposits funds into said account, I authorize The Sage Colleges and the financial institution to initiate the necessary transaction(s) necessary to correct the error. This authorization will remain in effect until The Sage Colleges has received written notification from me of its termination and The Sage Colleges has had reasonable opportunity to act upon it. | | | | | | | | | | | | | | | | |
| Name of the Vendor/Payee | | | | Financial Institution Name | | | | | | | | | | | | |
| Vendor/Payee Address | | | | Financial Institution Address | | | | | | | | | | | | |
| City | | State | Zip Code | City | | | | | | | | State | | | Zip Code | |
| Vendor/Payee E-mail for Vendor Accounts Receivable Dept. | | | | Financial Institution Representative Name | | | | | | | | | | | | |
| Title | | | | | | | | | | | | |
| Last four (4) digits of Complete Social Security Number **OR** Tax Identification Number | | | | Financial Institution Telephone Number    ( ) | | | | | | | | | | | | |
| Vendor/Payee Contact Name | | | | Financial Institution Routing Number | | | | | | | | | | | | |
|  |
|  | | | | |  | | | | | | |
| Contact Telephone Number    ( ) | Contact Fax Number    ( ) | | | Account Number | | | |  | Checking | | | | |  | | Savings |
|  |  | |
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| The Sage Colleges is implementing a system whereby purchase orders are sent to vendors via EMAIL.  Please provide an email address where The Sage Colleges may send future purchase orders below: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Is the financial institution indicated above outside the United States? Yes | | | | | |  | No | | | |  | |  | | | |
|  |  | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name and Title of Payee Authorized Official | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Payee Authorized Signature Date | | | | | | | | | | | | |
| **INTERNAL USE ONLY** | | | | | | | | | | | | | | | | |
| Vendor ID # | | | | Purchasing Initials | | | | | Processed Date | | | | | | | |

**Please submit a voided check, drawn on the account listed above, with this form to The Sage Colleges, Purchasing Department, 65 First Street, Troy, NY 12180, fax to 518-244-2027 or email as an attachment to purchasing@sage.edu. Please make sure the account number and routing number on the check match the form above.**

**The Sage Colleges**

**ACH Vendor Payment Authorization Frequently Asked Questions**

**FAQ’s**

Here are some frequently asked questions and answers:

**Q. What is ACH Vendor Payment?**

A. ACH Vendor Payment is a system that deposits payment for goods and/or services that you have sold to The Sage Colleges directly into your account at any financial institution that is a member of the Automated Clearing House Network.

**Q.** W**ho is eligible for ACH Vendor Payment?**

A. All vendors that provide goods and/or services to The Sage Colleges who are now being paid by check through the Accounts Payable Department.

**Q. What steps should I take to assure that my payment is deposited to my account?**

A. Verify with your financial institution that the routing number that should be used for ACH payments to your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution, send this letter with your Authorization Agreement.

**Q. When will my payment be deposited in my account?**

A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.

**Q. Is my payment safe?**

A. Billions of ACH transactions are transmitted annually. This could not be done without numerous checks and balances built into the system NACHA manages the development, administration, and governance of the ACH Network. You may learn more at www.nacha.org.

**Q. What do I do if for some reason my payment is not deposited into my account?**

A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable Department at 518-244-2094, and ask that your payment be traced, starting with the originating financial institution.

**Q. What happens if I change financial institutions and/or accounts?**

A. In the event that you change financial institutions, or account number within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check and mark the “Revision” box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor’s responsibility to advise The Sage Colleges of any changes and to do so in a timely manner. The Sage Colleges requires fifteen (15) working days to process changes.

**Q. What do I need to do to enroll?**

A. Just follow these simple steps:

● Complete the ACH Vendor Payment

Authorization Agreement.

* Attach a voided check which clearly shows the bank account holder’s name, financial institution name, bank account number and routing number.
* Send the signed agreement and voided check to:

The Sage Colleges

Purchasing Department

65 First Street

Troy, NY 12180

Or FAX to: 518-244-2027

Or EMAIL to purchasing@sage.edu

**If you have any questions about ACH Vendor Payment, contact the Director of Purchasing and Accounts Payable at** [**purchasing@sage.edu**](mailto:purchasing@sage.edu)

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