



Salt River Pima-Maricopa Indian Community
Finance - Vendor Maintenance
10005 E Osborn Road, Scottsdale AZ 85256
Phone (480) 362-7729
VendorMaintenance@SRPMIC-nsn.gov

ACH AUTHORIZATION FORM

Payee Information

| | | | |
|-----------------------------|-------|---------------------------|-----|
| Payee Name | | Vendor No. | |
| Address | City | ST | Zip |
| Accounting/ACH Contact Name | Phone | Remittance E-mail Address | |

I certify that the information I provided is correct and that I am an authorized signer or designate of the account provided for the direct deposit transactions and am entitled to provide this authorization. I (we) further authorize Salt River Pima-Maricopa Indian Community to initiate credit entries to the account and financial institution listed above. I (we) further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in effect until SRPMIC has received written notification from (us) of its termination in such time and manner as to afford SRPMIC and the depository financial institution a reasonable opportunity to act on it.

Banking Information

☐ Checking☐ **Cancel**☐ Savings☐ New☐ Change

| | |
|------------------------------------|------------------------|
| Name of Bank/Financial Institution | Name of Account Holder |
| Address | Phone Number |
| Bank Routing Number* | Bank Account Number |

*Please provide the 9 digit bank routing number from a check. The routing number from a deposit slip is invalid.
Submit a copy of a voided check or a document from your bank with ACH instructions along with this form.

If you change banks or accounts please provide at least ten (10) days written notice.

Payee Authorization:

| |
|--|
| |
|--|

Name/Title

Authorization Signature

Date

| | | | |
|-------------------------|----------------|---------------|-------------|
| Vendor Maintenance Use: | Date Received: | Date Entered: | Entered by: |
|-------------------------|----------------|---------------|-------------|

VENDOR ACH PAYMENTS FREQUENTLY ASKED QUESTIONS

Q. What is an ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits your payment directly into your account at any financial institution that is a member of an automated clearing house.

Q. Who is eligible for ACH Vendor Payment?

A. All vendors/employees/community members who are now being paid by check through the Accounts Payable Department of SRPMIC.

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***. Check the appropriate box of **CHANGE**, mail, fax or E-Mail the change form to SRPMIC Finance Vendor Maintenance at the address, fax number or e-mail address shown on the form.

Q. Once payment is issued when will the funds be available in my bank account?

A. SRPMIC will consider the payment made when your financial institution has received or has control of the payment transaction. This settlement date will generally occur within three (3) banking days after SRPMIC has initiated the payment.

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

A. ***Vendor ACH Authorization Form (if complete)*** should be processed within 10 business days of being received by the Accounts Payable department. Until your account setup has been completed, payment will be made by check. Participants may only change accounts twice in a 12 month period. Participants cannot request check payments while being setup in the ACH program.

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

- A.**
- Complete the ACH Vendor Payment Authorization Agreement
 - Attach a voided check which clearly shows the bank account holder's name or documentation provided by your bank
 - Upload the signed agreement and voided check to the SRPMIC Vendor Portal:
<https://secure.srpmic-nsn.gov/VendorPortal/xhtml/external/login.xhtml>
 - OR, mail/drop-off at the following location below:
SRPMIC Finance Department
Attn.: Vendor Maintenance
10005 E Osborn Rd.
Scottsdale, AZ 85256

If you have any questions, please call or e-mail (see above phone number and email account).

Q. Where can I get a new Vendor ACH Authorization form should I need to cancel or change my ACH information?

A. The ACH Authorization Form can be found at www.srpmic-nsn.gov/government/finance .