



## Vendor/Guest Artist ACH Payment Enrollment and Update Form

Action Needed (check one):                      New\_\_\_\_ Change\_\_\_\_ Cancel\_\_\_\_

### I. VENDOR/GUEST ARTIST INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company's Billing Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: ( \_\_\_ \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_

#### Non-Individuals:

FEIN # \_\_\_ - \_\_\_ \_\_\_ \_\_\_

*An accurately completed copy of IRS form W9 must be submitted with this form before any payments will be processed.*

### II. FINANCIAL INSTITUTION INFORMATION

Bank Name: \_\_\_\_\_

Is this a checking or savings account? \_\_\_\_\_

Account Number: \_\_\_\_\_

Electronic/Paper Routing Number (nine digits): \_\_\_\_\_

### III. FINANCIAL INSTITUTION VERIFICATION

One of the following must be submitted with the form to be completed:

- screen shot of your banking account details from your mobile banking application showing your name, the bank account number and the electronic/paper routing number
- voided check
- letter from your bank confirming account information

### IV. ACKNOWLEDGEMENT

By signing below, I acknowledge I have read, understand, and agree to the Terms and Conditions on the reverse side of this form on behalf of the entity named above. If you have any questions concerning the payment of amounts due to you via ACH transactions, please contact Rachinda Gutierrez in Accounts Payable at 617-585-1214. Retain a copy of this agreement for your records.

Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

**V. ACCOUNTS PAYABLE USE ONLY**

Updated in FE Vendor File by: \_\_\_\_\_ Date: \_\_\_\_\_

**NEC STAFF PLEASE CHECK BOX TO CONFIRM ACCOUNT  
INFORMATION HAS BEEN VERIFIED**

**TERMS AND CONDITIONS**

The preferred method of payment for the New England Conservatory of Music is through the Federal Automated Clearing House system, commonly known as ACH or direct deposit. ACH is known to be one of the safest, fastest and most convenient methods of payment. To enroll in the ACH payment process, you must have a valid checking account at a financial institution that participates in ACH (almost all banks and credit unions participate).

In order to successfully enroll to receive your payments by ACH you agree:

1. To the provisions of this ACH agreement;
2. To provide complete and accurate enrollment information;
3. That any revised authorizations will replace any previous authorization;
4. That New England Conservatory may reverse any duplicate or erroneous credit entries;
5. That your authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution;
6. Submission of the ACH Payment Enrollment Form authorizes New England Conservatory to electronically deposit your payments through ACH to the financial institution you have listed on this form;
7. Your authorization shall remain in effect until written notice of change or termination is provided to New England Conservatory;
8. Any such notice will afford New England Conservatory and the financial institution named reasonable opportunity to act on it; and
9. It is your responsibility to provide an updated Vendor/Supplier ACH Payment Enrollment and Update Form should there be a need to change any of the information contained on this form essential to completing payments to you, or for timely and accurate administration thereof. Any changes or notices in this regard to New England Conservatory should be addressed or sent to:

New England Conservatory of Music  
Accounts Payable Department  
290 Huntington Ave.  
Boston, MA 02115