



Dear Skidmore College Business Partner,

Skidmore College uses the Automated Clearing House (ACH) for vendor payments.

The ACH Network is a widely used system in the U.S., moving money and information from one bank account to another through Direct Deposit and Direct Payment via ACH transactions. This electronic funds-transfer system is run by the National Automated Clearing House Association (NACHA).

This automated payment process has benefits to you and Skidmore College including more timely direct payment as well as efficiencies with the reduction in printing, mailing, opening, receiving, depositing, reconciling and related.

To begin accepting payments through ACH as a vendor of Skidmore College, please complete the enclosed form. Thank you for your attention to this matter and for our valued relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "K. M. Bernard", written over a horizontal line.

Kyle M. Bernard

Assistant Vice President for Finance and Controller

Skidmore College
New Required Form for
Automated Clearing House (ACH) Payments

Please complete and fax to accounts payable at (518)580-5821,
Or mail to 815 N Broadway, Saratoga Springs, NY 12866, attn: accounts payable.

Vendor Name: _____

Tax Identification Number: _____

Type of Entity: Corporation / Partnership / Not-for-Profit / Individual / Other
(please circle one)

Address: _____

Primary Contact for Financial Matters: _____

Email Address: _____ Phone Number: _____

ACH Payment Information:

Bank Name: _____

Business Name (as it appears on bank account): _____

Routing Number: _____

Bank Account Number: _____

Checking _____ Savings _____

Remittance Advice Email: _____

Special Instructions or Notes, if Applicable: _____

By signing this form, I am authorizing Skidmore College to pay the above entity through ACH using the information provided. I am authorized by the above entity to provide this information and it is complete and accurate to the best of my knowledge and belief.

Signature: _____

Print Name: _____

Title: _____

Date: _____