Salt River Pima-Maricopa Indian Community
Finance - Accounts Payable Division
10005 E Osborn Road, Scottsdale AZ 85256
Phone (480) 362-7401 Fax (480) 362-5884
Finance-AP@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
☐ Savings

☐ **Cancel**
☐ 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 _____

Accounts Payable Use:	Date Received:	Date Entered:	Entered by:

Print Form

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. If I enroll in the ACH payment program will all my payments be made by direct deposit? What if I want a check?

A. If you select ACH as your preferred method of payment, all future payments made by SRPMIC Accounts Payable Department will be electronically deposited to your financial institution based on your ACH Authorization instructions.

If you want to **cancel** your ACH electronic payment authorization to receive payments by check,please complete a new ***Vendor ACH Authorization Form.*** Check the appropriate box of **CANCEL**, mail, fax or E-Mail the form to SRPMIC Finance Accounts Payable at the address, fax number or e-mail address shown on the form.

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 Accounts Payable 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
- Mail, Fax or E-Mail the signed agreement and voided check to:

  SRPMIC Finance Department
  Attn.: Accounts Payable
  10005 E Osborn Rd.
  Scottsdale, AZ 85256
  Fax: (480) 362-5884
  E-Mail: Finance-AP@SRPMIC-NSN.GOV

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 .**