

Arizona Western College
ACH/Electronic Check Form

Attention Arizona Western College Vendor or Potential Vendor:

As of February 1, 2019, Arizona Western College will only remit payment by ACH/Electronic Check Form* or credit card to vendors. Completion of the ACH/ECheck Form is required for independent contractors, companies, and organizations who anticipate payment from Arizona Western College. Please allow a minimum of 5 business days for registration, review and action. For assistance with this process, please contact purchasing@azwestern.edu or accounts.payable@azwestern.edu.

Arizona Western College standard payment terms are Net 30 days. After processing of ACH/ECheck information and Accounts Payable processing approved PO/BPO, payment will be made electronically. Confirmation of payment will be emailed to the remittance email provided on the ACH/ECheck Form.

The ACH/ECheck Form can be used to submit updated information for an existing vendor/individual. Failure to update company banking information may result in payment delay. For any changes, please update your company information by completing a new ACH/ECheck Form. *Please note, that in the event of an overpayment made by AWC to a vendor account, this form is also authorization to debit the same account in the amount of the overpayment. This authorization will remain in force until written termination is received from the below named vendor/individual.*

Vendor Name:

Bank Name:

Bank Routing Number:

Bank Account Number:

Remittance Email:

Authorized Vendor Contact & Title:

Signature:

Contact Phone Number:

Note: Arizona Western College will not pay any service or merchant fees for paying a vendor via a credit card.

Note: Ensure you have a current W-9 Form on file with Arizona Western College.

Send ACH/ECheck Form to purchasing@azwestern.edu. Please include a voided check from the account.

*** Employees and non-US tax resident individuals and entities cannot use this process for vendor payment, for goods and services provided.**

Respectfully,



Peggy Hayes
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