

## Authorization for Electronic Payments (ACH)

The University of Iowa Accounts Payable Department now requires electronic (**ACH**) payments. Please complete and return this ACH Authorization form. Another electronic payment solutions is with US Bank's automated VISA same-day card payment, called **Payment Plus**. Both payment methods can email you payment information with Invoice Number and Invoice Amount paid. Our goal is to improve process and payment efficiency while promoting a paperless environment. To find out more about the Payment Plus solution, contact [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu).

Vendors can also view invoices, payments and other associated documents in our **VendorTrac** application. Vendors can attach invoice images (pdf) to their PO# in VendorTrac or invoice images (pdf) can be emailed to [acntpay@uiowa.edu](mailto:acntpay@uiowa.edu) rather than using U.S. Mail. This online system allows you to view only your company's information. To find out more about the VendorTrac system, contact [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu).

Accounts Payable will transfer your payments electronically to the financial institution of your choice, anywhere in the United States. Please use this form to specify the bank routing number and your account number. This authority remains in effect until written notice is given to cancel/change/stop.

Taxpayer ID /Social Security Number: \_\_\_\_\_ UI Vendor #: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Effective Date, if other than as soon as possible: \_\_\_\_\_

- Start** depositing payment and reimbursements into checking account below
- Stop** depositing payment and reimbursements into checking account below
- Change** ACH to my new checking account below

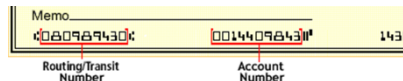
Existing Bank Routing: \_\_\_\_\_ Last 4 digits of Bank Acct: \_\_\_\_\_

Complete the following or attach a preprinted, voided check which provides this information to this form. Funds can only be deposited into a checking account. The University of Iowa is not responsible for any delay, loss of funds or overdraft charges due to incorrect banking information provided on this form.

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

Account#: \_\_\_\_\_ Bank Routing # (ABA): \_\_\_\_\_

Example of where to find the bank identifying information:



### Compliance

- To comply with International ACH Transaction (IAT) rules, you must notify The University of Iowa if ACH-disbursed funds are being transferred from a United States financial institution to a financial institution in another country.
- The particular rules are pursuant to requirements of the Office of Foreign Assets Control. In order for The University of Iowa to comply with the IAT rules and the applicable United States laws, you must answer the following question:

**Will the ENTIRE electronic payment(s) from The University of Iowa be transferred to a foreign bank account?**

No  Yes

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

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Return the completed form to the Vendor Team, University of Iowa Purchasing, 202 PCO, Iowa City, IA 52242-2500 or FAX to 319/353-2064 or email a scanned copy of the completed form to [purchasing-vendor@uiowa.edu](mailto:purchasing-vendor@uiowa.edu).