



Dear Business Partner:

In order to improve our business processes, which we believe will also benefit our vendors, we are working to eliminate payment by check. We are asking vendors to enroll in electronic funds transfer by using the Automatic Clearing House (ACH) system.

Benefits include:

- Reduction of bank charges related to check clearing for both the payee and ourselves
- eliminating the potential for lost or stolen checks
- no more delays due to mail
- no having to make that bank deposit
- faster receipt of your money!

In order to receive payment via ACH we ask you to provide the following:

1)	Remit to Name:	
	Address:	
	Phone Number:	
2)	Email Address: (for notifications)	
3)	Bank Name:	
	Bank Address:	
	Account Number:	
	Bank Routing Number (ABA):	

Return completed form via fax, email or mail:

Fax: (570)389-2017 Attention: Jamie Cotner

Email: jcotner@bloomu.edu

If you have any questions, please contact me at (570) 389-3415. We greatly appreciate your cooperation in this matter.

Sincerely,

Jamie Cotner
Purchasing Agent 1
Bloomsburg University of Pennsylvania
WAB Room 38, 400 E. 2nd St.
Bloomsburg, PA 17815