



The University of Rochester offers ACH as a payment option, which is preferred over Check payments to avoid delays that may be experienced with mail.

Benefits of ACH payments:

- Elimination of paper checks and mail handling
- Timely receipt of payment and reconciliation
- Electronic remittance details provided to an email address of your choosing

If you are interested in this option, please follow the instructions below in order to complete this form. Payees who need to update their existing ACH details should also utilize this form.

The information below is required in order for setup/change to be completed.

Full Payee Name	
Bank Institution Name	
Routing Number	
Account Number	
Name on Account	
Remittance Email Address	

Contact Details of person filling out this form:

Full Name	
Position	
Phone Number	
Email Address	

Once you have reviewed the form for accuracy, email it to our [Accounts Payable Mailbox](#) and someone on our team will be in touch with you to confirm setup is complete.

Thank you,
Accounts Payable

For Internal Use Only:

Confirmed with	
Date	
Email Address	
Phone Number	
Confirmed by	