



Dear Valued Vendor,

In an effort to reduce the time it takes for your organization to receive payments and in an effort to streamline our payment process at Middlesex County College, we are providing the ability for you to receive your invoice payments via a Direct Deposit (ACH) transaction called e-Checks. E-Check payments enhance our accounting operations and allow your company to shorten the cash flow cycle by eliminating lead time required for mailing checks.

The benefits to your company are as follows:

- Faster ability of funds – no waiting for checks to arrive and clear your bank
- Reduced transaction costs – our system will automatically send your company an e-mail providing the details of the invoice/invoices being paid within 24 hours of payment.
- No more check deposits – Funds are deposited directly into your account
- No more lost or misplaced checks.
- Security levels – Your banking information will be stored in an encrypted format on Middlesex County College's network. The encryption complies with all current banking regulation and cannot be viewed by other system users.

A pre-note will be created to verify the information and ensure that funds are deposited per your company's direction. Once the bank confirms the information, all future payments will be via e-Check.

Middlesex County College plans to implement e-Checks in early 2018. We encourage all vendors to begin enrollment by completing the Automatic Deposit Authorization form attached and by returning the completed form via fax 732-906-4165 or mail directly to my attention.

If you have any questions, or need any additional information, please feel free to contact me via email at pmarrero@middlesexcc.edu.

Thank you for your participation,

A handwritten signature in black ink, appearing to read "Patricia Marrero".

Patricia Marrero
Supervisor of Operational Accounting

SUCCESS STARTS HERE

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www.middlesexcc.edu



VENDOR AUTOMATIC DEPOSIT AUTHORIZATION

Enrollment

Change

Cancellation

Please complete by typing or printing:

Company Name

Tax ID#

Address Line 1

Address Line 2

City

State

Zip Code

Contact Name

E-mail Address for Remittance Advice

Phone Number

Bank Name

Checking Savings (Select one)

Bank Routing Number (9 digits)

Bank Account Number

PLEASE CONTACT YOUR BANK FOR THE CORRECT BANK ROUTING NUMBER

I hereby authorize Middlesex County College to deposit my payments to the account identified above and authorize the Depository Financial Institution to accept these deposits. These authorizations are to become effective as soon as possible and remain in full force until Middlesex County College has received written cancellation notification from me in such time and manner to afford Middlesex County College a reasonable opportunity to act on it.

Authorized Signature

Date

Return this form to Middlesex County College Attn: Accounts Payable Department

Internal Use Only

Date Rec'd

Input date

Pre-note Date