



Dear Valued Supplier:

In a continuing effort to better service our suppliers, we would like to begin sending your payments by ACH, Automated Clearing House, directly to your bank account. The survey below will assist us in setting up pertinent information in our supplier master files in order to begin this new process.

Supplier Name & Address: _____

Bank Name _____

Routing Number _____ Account Number _____

Account Type (ie Business, Savings, Checking) _____

Would you like the payment sent via standard _____ACH format or _____CCD+ ?

E-mail address(s) for remittance information:

Contact Name _____ Contact Phone _____

Person completing questionnaire (Please Print) _____

Signature Title _____

Phone Number _____

Thank you for taking the time to complete this survey. Someone will be in contact with you shortly.

Surveys can be returned to: University of Louisville
Controller's Office/Service Complex
Louisville, KY 40292
Or faxed to: 502-852-8228
Or e-mailed to: acctspay@louisville.edu

If you have any questions, please call 502-852-8237.