



Dear Vendor,

Lane Community College (LCC) is happy to announce that our finance department can now engage in an Automated Clearing House (ACH) payment process. The ACH payments means that in lieu of receiving a check, funds will be electronically deposited into your company's account at the financial institution of your choice.

ELECTRONIC PAYMENT AUTHORIZATION FORM (ACH)

Information

Organization/Business: _____ Contact: _____

Street _____ Email: _____

City _____, State _____, Zip _____ Telephone Number: _____

Send email notification of payment to: (If different from above): _____

Financial Institution Account Information

Name of Financial Institution: _____

Financial Institution Address: _____

City _____, State _____, Zip _____

Routing-Transit/ABA Number (9 digits): _____

Account Number: _____ Checking ☐ Saving ☐

Signature and Title of Authorized Person

By signing this form, I acknowledge that all payments will be made via Direct Deposit (ACH).

Further, I agree not to hold LCC responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

I will advise LCC of any changes in this regard and the authorization is to remain in effect until canceled in writing.

Authorized Person (Print): _____ Title: _____

Signature: _____ Date: _____

Please submit completed form to accounting@lanecc.edu, Fax to (541)463-4174 or mail them to

Lane Community College
ATTN: Accounts Payable
4000 East 30th Avenue
Eugene, OR 97405-0999

If you have any questions regarding this matter, feel free to contact Accounts Payable at (541)463-5600 or email accounting@lanecc.edu

