



**Lane Community College EMS Program  
EFT / ACH Application & Authorization Form Instructions**

READ THIS INFORMATION CAREFULLY (TO PREVENT DELAYS IN PROCESSING)

Summary Instructions

Applicant/Supplier will complete Section A & Section B.

**Email the completed form along with a copy of a voided check, deposit slip or confirmation letter from bank to: [ems@lanecc.edu](mailto:ems@lanecc.edu)**

Detailed Instructions

**SECTION A – APPLICANT SUPPLIER PROFILE:**

1. **Social Security Number (SSN or Federal Employer’s Identification Number (FEIN):** Disclosure of your SSN or FEIN is necessary to be eligible for this service. For more information contact EFT/ACH Coordinator.
2. **Email Address:** Used to notify Supplier each time a payment is made and provide other pertinent payment information that would otherwise be on check. Only one email address can be accommodated.
3. **Payee Name and Address as recognized by the IRS:** Please use the mailing address where you receive payments against your invoices.

AUTHORIZATION:

4. **Read and sign the form to indicate your agreement** with the terms and conditions as specified. Note that by submitting the form you are authorizing Lane Community College to credit your account (deposit funds) and, in the event of an over-payment error, to debit your account (withdraw funds) for the amount of the over-payment. All individuals named on a Consumer Account must sign this form. Please include a phone number and email address so we may contact you if we need further information to process this application.
5. **Phone Number:** May be used during business hours if there are any problems setting up this service or delivering a future payment.

**SECTION B – FINANCIAL INSTITUTION:**

1. **Required Attachment: a) Voided check or b) Deposit slip or c) Confirmation letter from bank.** One of the choices listed needs to be attached to EFT/ACH authorization form. This will assist us in validating the account and ABA number on the application.
2. **Account Type:** Specify if Checking or Savings and if Personal or Commercial
3. **ABA Routing & Transit Number:** A nine-digit number. See MICR numbering on bottom of depositor check or deposit form.
4. **Depositor Account Number:** This number may have up to seventeen digits. See MICR numbering on bottom of depositor’s check or deposit form. Note that only one deposit account can be linked to a Vendor.

**Here’s How It Works:**

1. *Completed applications are submitted to the EMS Program.*
2. *ACH payments are generally credited to receiving bank within 1 week of the payment process. ACH payments are processed weekly and will comply with the college’s payment terms which are Net-30 unless contract terms dictate otherwise.*
3. *If the supplier bank account is closed or incorrectly identified, funds will be returned via ACH network to Lane Community College’s bank. One week later the vendor payment will be reissued by check.*
4. *Initial set up and routing verification generally takes six to ten banking days. In the interim, any payments due will be made by check.*
5. *Electronic payments, by their very nature, do not have Vendor "enclosures" which makes it important to have invoice number and date reference on each payment.*
6. *Payment notification with payment detail formerly found on the check stub will be sent to the Vendor via email.*

If you have any questions, please contact

**Lane Community College**

**EMS Program**

**[EMS@lanecc.edu](mailto:ems@lanecc.edu)**