



December 20, 2023

Dear Vendor,

Santa Barbara City College (SBCC) is now offering our vendors the option of receiving payments *via Electronic Funds Transfer (EFT)*. Registration is easy and payments will be **electronically deposited** into your company's designated bank account through **ACH (Automated Clearing House)**.

Signing up for Vendor ACH (Automated Clearing House) provides several benefits to our vendors. Benefits include:

Quicker Payments - *Get paid faster!*

- ACH payments are the fastest method of payment.
- Banks do not hold ACH payments, unlike the checks you deposit. Your funds are available as soon as the ACH payment is credited to your account.
- Payments via check can take 7-10 days to be received through postal service.

Less Hassle - *Save time!*

- By signing up for ACH payments, there will be no need to travel to the bank and wait in line.
- ACH payments eliminate the need for paper checks.
- Your ACH payment cannot be lost in the mail or delayed due to a forwarded address.

Complete the attached ACH registration form with a voided check and:

- Fax to 805-963-7222
or mail to:
- Santa Barbara City College
ATTN: Accounts Payable
721 Cliff Drive
Santa Barbara, CA 93109

If you have any questions about our vendor ACH payments program, please feel free to contact Accounts Payable at accountspayable-group@pipeline.sbcc.edu, call us at 805-730-4250, or visit our website at www.sbcc.edu/fiscalservices/accountspayable.

ACH REGISTRATION

SANTA BARBARA CITY COLLEGE

Thank you for your interest in receiving electronic payments from Santa Barbara City College. By registering for electronic payments, you authorize us to pay your invoices by initiating direct deposit entries to your checking or savings account. You may revoke your direct deposit authorization at any time by providing written notification to us at the address below.

Santa Barbara City College
Attn: Accounts Payable
721 Cliff Drive
Santa Barbara, CA 93109

Please complete and return this form to the address above.

1

Direct Deposit

Please **Attach a voided check to this form**. Provide your bank's ABA number and the number of the checking or savings account to which we should deposit payments. Use the sample check at the bottom of this form to locate this information on the MICR line of one of your checks.

Bank ABA number _____

Account number _____

Choose one: ☐ Checking ☐ Savings

2

Remittance

To receive paid invoice information when a deposit is made into your account, please provide your e-mail address below. If you do not provide an e-mail address, payments will be deposited into your account without notification.

E-mail address _____

3

Authorization

Name _____

Department _____

Title _____

Phone # _____

Signature _____

Date _____

Direct Deposit information can be found at the bottom of one of your checks. The Bank ABA or routing number will be 9 digits. Include any dashes (-) in your bank Account number.

ATTACH CHECK HERE