



Mansfield University is consistently working on ways to improve our business processes, which we believe will also benefit our employees and our vendors. Mansfield University would like to reduce payments by check and initiate electronic funds transfer by using the Automatic Clearing House (ACH) system. Benefits include reducing bank charges related to check clearing for both the payee and the university, as well as eliminating the potential for lost or stolen checks and delays in the mailing process.

If you would like to receive payment via ACH we ask you to provide the following:

<b>1) Vendor Name/Employee Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>2) Email Address for Notification:</b>	
<b>3) US Bank Name:</b>	
<b>Bank Address:</b>	
<b>Bank Routing Number (ABA):</b>	
<b>Account Number:</b>	
<b>Checking (01) or Savings (02):</b>	
<b>Signature:</b>	
<b>Date:</b>	