

Dear Vendor,

Thank you for doing business with Pasco-Hernando State College (PHSC). To receive payment using ACH/EFT payments, please read the instructions below, complete the authorization form and email it and any relative documentation to [vendors@phsc.edu](mailto:vendors@phsc.edu) or you can mail a hard copy to Pasco-Hernando State College Attn: Purchasing, 10230 Ridge Road, New Port Richey, FL 34654.

This form can be found on our website at <https://financial-services.phsc.edu/purchasing>.

## **PHSC ACH/EFT Authorization Instructions**

**This authorization form is for Vendors doing business with PHSC, NOT for Employees.**

Processing time can take 4 to 6 weeks following receipt of the completed form. Please complete all information requested on this form. Forms with missing information will be returned. If there is a change in account information (such as change to the account name, bank account number or transit-routing number) please check "Change" in the appropriate box in the "Payee Information" Section under "Direct Deposit Action Requested." The accuracy of the information provided in the "Financial Institution Information" section is very important. This form requires account and transit-routing information to be verified by your financial institution. Providing account information does not authorize PHSC to access account activity on your account.

The name on the ACH/EFT Authorization Form must match the Payee name on file with PHSC's Vendor payment system for payments to be sent electronically. If you are currently receiving payments from PHSC, you should use the first line of Payee exactly as it appears on the PHSC check. If you are not already receiving payments from PHSC, make sure this form and the Vendor Application Form are completed using the same information. It is important to note that this authorization applies to all payments made to your organization from PHSC. Please take this into consideration when initiating this ACH/EFT authorization. In addition, PHSC cannot send different payments to different accounts at this time. All payments from PHSC will be sent to the single account you designate.

PHSC processes their ACH transactions through our financial software. When PHSC processes an ACH transaction, the vendor will receive an email to the email address on file through the vendor registration. To make revisions to this email address send an email to [vendors@phsc.edu](mailto:vendors@phsc.edu). All other revisions to a vendor registration require a new Vendor Application Form be provided. This form can be found on our website as well.

Please contact us if you have any questions or need assistance. For vendor set up and ACH/EFT Authorization questions send an email to Purchasing at [vendors@phsc.edu](mailto:vendors@phsc.edu), for payment and accounts payable questions send an email to Accounts Payable at [ap@phsc.edu](mailto:ap@phsc.edu).

### **INTERNATIONAL ACH TRANSACTIONS (IAT)**

Banking industry rules require PHSC, as originator of electronic payments, to identify payments where the entire payment amount is subsequently transferred to a financial institution outside the United States. The rules are referred to as "International ACH Transaction (IAT) rules" and are pursuant to requirements of the Office of Foreign Assets Control (OFAC), which is part of the United States Treasury. The IAT rules do not apply to payments made to you via a State warrant. If an electronic payment is identified as an IAT transaction, the electronic payment must be sent to your financial institution in a special format. Contact your Financial Institution to see if IAT rules apply to you.

**NOTE:** PHSC does not send payments electronically to financial institutions outside the United States.

### **TERMS AND CONDITIONS**

An authorized representative of the payee must make any changes to the information provided on this form in writing. Changes to account information will cause the original authorization to be immediately inactivated and the new account information will be processed as described above. The authorization will remain in effect until terminated in writing with sufficient notice to PHSC to allow adequate time to effect termination. PHSC will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this ACH/EFT Authorization Form.



# ACH/EFT AUTHORIZATION

Please complete this form and return to:  
[vendors@phsc.edu](mailto:vendors@phsc.edu)  
or  
Pasco-Hernando State College  
Attn: Purchasing  
10230 Ridge Road  
New Port Richey, FL 34654

### PAYEE INFORMATION

Name: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
Address: \_\_\_\_\_ OR \_\_\_\_\_  
Social Security Number \*: \_\_\_\_\_  
Direct Deposit Action requested: Start Change

\*The social security number is required to be collected pursuant to 26 USC 6109, and will only be used for the purpose of complying with filing requirements imposed by the Internal Revenue Code and to comply with Section 119.01(5)(a)7, F.S.

### PAYEE CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ ext.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### AUTHORIZATION

I hereby authorize PHSC to verify with the Financial Institution the accuracy of the account information provided. I hereby authorize PHSC to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error, in accordance with NACHA rules (Article II, Section 2.4 and 2.5.) I hereby authorize these payment instructions and accept the terms and conditions for Electronic Funds Transfer payment on the Instructions page.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ACCOUNT INFORMATION

Transit Routing Number of your Financial Institution: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_

### IAT (INTERNATIONAL ACH TRANSACTIONS)

Please check this box if your funds are deposited in a U.S. financial institution and the entire amount is subsequently forwarded to a financial institution in a foreign country. See the instruction page for further explanation on IAT (International ACH Transactions).

### FINANCIAL INSTITUTION INFORMATION

Financial Institution Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account Type: Checking Savings

### FINANCIAL INSTITUTION VERIFICATION

This section is to be completed by your financial institution or provided in a letter on your bank's letterhead with account name, routing number, account number, account type, bank representative's name and signature.

Bank Attestation:  
I have verified that the account and transit-routing numbers provided above are correct. I have further verified that the person signing as the payee is an authorized signer on the account specified above.  
Print Name: \_\_\_\_\_ Title of Bank Officer: \_\_\_\_\_

Signature of Bank Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Bank Officer Telephone Number: \_\_\_\_\_ ext.: \_\_\_\_\_