



Automated Clearing House (ACH) Form

To better serve our Vendors and improve operational efficiency at The Information Center, we are moving away from paper check issuance and will transition to payment via electronic ACH. Anticipated benefits to Vendors will include a safer, more convenient, and timely payment of your invoices.

Quarter 1 Submission: To get your form submitted and processed without delay, please ensure all required fields are completed before sending. Double-checking your details now helps us get your payment to you faster!

Quarter 2 Payment Schedule

Effective April 1, we are moving toward faster, digital payments, but we still offer flexibility based on your preference:

- **Weekly ACH Transfers (Recommended):** If you choose Direct Deposit (ACH), payments are processed every week. This is the quickest way to receive your funds!
- **Monthly Physical Checks:** For those who prefer a traditional check, we issue these once a month. Please notify shellyb@theinfocenter.org if you prefer the paper check option.

Banking Information

In order to transition from paper checks to electronic ACH payments, The Information Center requires the following banking information from each Vendor:

Vendor Name: _____

Address: _____

Financial Institution Name: _____

Checking or Savings: _____

Account Number: _____

Routing (ABA) Number: _____

Vendor Contact Information

In addition, The Information Center would also like to update our vendor contact information. Please provide the following information:

Primary Contact Name: _____

Email Address: _____

Phone Number: _____

Please return the completed form to shellyb@theinfocenter.org or lauriet@theinfocenter.org.