

ACH SET-UP FROM

Dear RFCUNY Client,

Instead of receiving paper checks, the Research Foundation of CUNY offers electronic payment directly deposited into your account through ACH.

Here are some key reasons we strongly encourage you to sign up for electronic payments:

- All ACH payments are accompanied by an e-mail detailing the invoice remittance information for easy identification of what the payment is for.
- Electronic payments are fast! Your payment is available to you immediately with no waiting period. No more postal delays, or trips to the bank to deposit your check.
- Identity and mail theft is a critical issue in today's world. Never worry about a lost or stolen check again.

Please complete the ACH PAYMENT (DIRECT DEPOSIT) AUTHORIZATION FORM and follow the directions below using either the online or mailing option and attach either a copy of a voided check, bank statement or a bank letter (for e-banks a screenshot of your online banking portal showing the account number and routing number) for the specified account.

If you have any questions or concerns, please contact ACH Payments at (212) 417-8599 or email ACH_Payments@rfcuny.org.

- Online option (preferred): Please send a blank email with "ACH-Setup" as the subject line to ACH_Payments@rfcuny.org. You will then be sent a secure Dropbox link via email to upload the completed form.

OR

- Mailing option: Send the completed form along with the support to the following address: The Research Foundation of CUNY, 230 West 41st Street, 7th floor, New York, NY 10036, Attn: ACH Payments

Sincerely,

Finance Department Research
Foundation of CUNY

ACH PAYMENT (DIRECT DEPOSIT) AUTHORIZATION FORM

Organization Information

Organization/Payee Name _____
EIN Number/Tax ID _____
Address _____
Address 2 _____
City/State/Zip _____
Contact Person _____ Telephone # _____
Title _____
Contact Email Address _____

Banking Information

Type of Account Checking Account Savings Account

Bank Name _____
Address _____
Address 2 _____
City/State/Zip _____
Bank Account Title/Name _____
Bank Routing # _____
Bank Account # _____

Authorization

Authorizing Official's Name _____
Title _____
Signature(s) _____ Date _____
Email Address _____ Telephone # _____

I (We) hereby authorize The Research Foundation of CUNY to send credit entries, as well as appropriate adjustments and debit entries to my account.

This authorization is to remain in full force and effect until RFCUNY has received written notification from your company of its termination in such time and in such manner so as to afford RFCUNY and the Depository Bank a reasonable opportunity to act on it.

Instructions:

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