

Dear RFCUNY Client,

You are receiving this notification because this payment is in the form of a paper check. The Research Foundation of CUNY is requesting your assistance in our transition from issuing paper checks to electronic payments 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 follow the directions below using either the online or mailing option and attach a copy of a voided check 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](mailto:ACH_Payments@rfcuny.org).

- Online option (preferred): Please send a blank email with "ACH-Setup" as the subject line to [ACH\\_Payments@rfcuny.org](mailto: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 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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