



### Subcontractor/Supplier ACH Payment Enrollment

This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please check one of the following:       New       Change

#### PAYEE/COMPANY INFORMATION

Name:	
Current Mailing Address:	
Contact Person Name:	
Phone:	Email Address:

#### FINANCIAL INSTITUTION INFORMATION

Nine-digit Routing Transit Number (usually first set of nine-digit numbers at bottom of check):	
Account Number:	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Signature and Title of Payee or Authorized Official (required):	Date:

Once completed, please email this form to [ebergin@kaplanconstructs.com](mailto:ebergin@kaplanconstructs.com).

*Signing up for Automated Clearing House (ACH) payments provides many benefits*

#### Faster Payments

- ACH payments can be credited to your account in two business days. Payments made through the U.S. Postal Service can take seven to ten days.
- Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

#### Fewer Hassles

- Your ACH payment cannot be lost in the mail or sent to an outdated address.
- You can receive immediate notification of each ACH payment sent to the email address you provide.
- You will save time by not having to travel the bank or wait in line to deposit your check.

If you have any questions about ACH payments, please contact Emily Bergin at 617-232-3300 or at [ebergin@kaplanconstructs.com](mailto:ebergin@kaplanconstructs.com).