



WILLIAM PATERSON UNIVERSITY

PURCHASING OFFICE

P.O. BOX 913 • WAYNE, NEW JERSEY 07474-0913

973.720.2101 FAX 973.720.2872

WWW.WPUNJ.EDU

Vendor Electronic Payment Form (ACH)

To ensure timely payment of your invoice you must provide the following details for the bank and account where you would like to receive all future payments. Payments will be sent electronically via ACH, and at the same time you will be notified by email that the payment has been sent along with the remittance advice explaining how to apply the payment against your invoices. You must also provide the email address at which you would like to receive remittance advices.

Please fill in the below fields with the requested information. Once completed, you can fax the form to us at 973-720-2460, mail to: William Paterson University: Accounts Payable Dept. - 358 Hamburg Turnpike, Wayne, NJ 07474, or scan and email the completed form to romans8@wpunj.edu

The following information is required:

Vendor / Individual Name:

Enter your company name

Last 4#'s of SS

Individual Person

Bank Routing Number:

The bank routing number is 9 digits long and is also referred to as an ABA number. It is the 9-digit number located on the lower left-hand side of checks.

Bank Name:

Account Number:

Enter your account # at the above bank. This is the account to which your payment will be deposited.

Email Address:

Phone number:

Contact Name:

Authorizing Individual:

Date:

Our system automatically generates a remittance advice which is emailed to you at the same time that the ACH payment is sent. Please provide the email address to which we should send the remittance advice.