



12601 Twinbrook Parkway  
Rockville, MD 20852

Dear Sir or Madam,

USP is pleased to offer Electronic Funds Transfer (EFT) payments via Automated Clearing House (ACH) and International Wire. It enables our vendors and suppliers to receive payments by direct deposit more quickly compared to traditional check payments, as well as receive remittance information electronically for informational purposes. Vendors and suppliers with multiple office locations can also have funds automatically routed and deposited into multiple bank accounts.

To register for EFT payment:

1. Complete the attached **Electronic Funds Transfer Payment Request Form** and check "NEW ENROLLMENT". The purpose of this form is to provide USP with the critical information required to securely identify and set up payments and remittance.
  - a. If deposits for all office site locations are going to the same bank account, you will only need to complete one form. Check box "EFT FOR ALL SITES".
  - b. If you are requesting direct deposit into multiple bank accounts, you will need to complete a form for each office location and designate banking instructions.
2. Attach copy of voided check and/or Letter from your Bank containing the payment details. This information allows USP to validate the information.
3. Sign and return the EFT Payment Request Form via email to **AP\_inquiry@usp.org** with **SUBJECT: EFT FORM** or mail to the above address with **ATTN: Accounts Payable**.
4. USP may call the vendor phone number that we have on file to validate the provided banking instructions. In addition, USP must test information prior to remitting payment. Testing is done using a live "penny test" in the production environment, generally \$0.01 USD or a nominal amount in foreign currency. A transaction notice containing the payment date, amount, and account will be sent to the remittance email address that you provide as notification of the penny test.

The EFT program has proven to be an efficient and cost-effective mechanism for making payments, for increasing payment security and for eliminating the transit time in mail. If you have any questions, please send an email to **AP\_inquiry@usp.org**.

Thank you,

USP Accounts Payable Department



## ELECTRONIC FUNDS TRANSFER PAYMENT REQUEST FORM

### Select Request

- New Enrollment  
 Change Effective Date (MM/DD/YY) \_\_\_\_\_

### Select Payment method

- ACH  
 International Wire

### VENDOR INFORMATION

Vendor d/b/a Name

Vendor Number (5-digit # found on top right corner of remittance stub or purchase order)

Are EFT instructions applicable to all Sites?

- Yes, EFT FOR ALL SITES  
 No, EFT for certain site address only. Fill out →

Applicable site address only

Remittance E-mail for payment notices

### ACCOUNTS RECEIVABLE CONTACT

Name

Phone

Email

### BANKING INSTRUCTIONS

Bank Name

Branch City

State

Zip Code  
or Country

\_\_ ABA Routing#  
S\_ SWIFT code

\_\_ Account#  
\_\_ IBAN

Beneficiary Account Name  
(if different from Vendor Name)

### VENDOR AUTHORIZATION

By signing below, I authorize USP to prenote and pay by EFT as denoted on this Form. In addition, I authorize USP to initiate credit entries and to initiate debit adjustments (only in the case of duplicate payment transmitted to the bank) for any credit entries to my account. I authorize my financial institution listed on this Form to credit and/or debit the same to such account. I will promptly notify USP of any subsequent changes to banking instructions and submit a new EFT Payment Form for the request.

Signature

Date

Phone

Print Name

Title

ATTACHMENT(S):

- Copy of voided check  
 Letter from your Bank containing the payment instructions. Required for International Wires.

#### For USP Internal Use:

AP Call Validation \_\_\_\_\_ AP Entry \_\_\_\_\_  
 AP 2<sup>nd</sup> Validation \_\_\_\_\_ QC Review \_\_\_\_\_

ERP Load \_\_\_\_\_  
 (V.6 (US/CAN/INTL))