

**Vendor ACH Enrollment Form**

The Vendor ACH Enrollment Form is for existing SJSU Research Foundation vendors. ACH is the preferred form of payment as it supports “Go Green” initiatives. With ACH, payments will be electronically deposited into your company’s designated bank account through the Automated Clearing House.

**Please email, or send the completed & signed form along with a voided check to:**

**Email:** [fdn-acctpay-group@sjsu.edu](mailto:fdn-acctpay-group@sjsu.edu)

**Mail to:** 210 N. 4th Street, 4th Floor | San Jose, CA 95112 Attn: Accounts Payable

**Payee/Company Information**

<b>Company Name</b>	
<b>Taxpayer ID No. or Social Security No.</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	
<b>Contact Name</b>	
<b>Phone Number</b>	
<b>Email address</b>	
<b>Fax Number</b>	

**Financial Institution Information**

<b>Bank Name</b>	
<b>Branch Name</b>	
<b>Account Type</b> (Checking only)	
<b>Account Name</b>	
<b>Routing Account Number</b> (9 digit number)	
<b>Account Number</b>	

**Certification**

I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize SJSU Research Foundation Accounts Payable to electronically deposit payments to the designated bank account. This authority remains in full force until Vendor provides written notice of change or cancellation delivered to SJSU Research Foundation, Accounts Payable Department, 210 N. 4th Street, 4th Floor | San Jose, CA 95112.

<b>Printed Name</b>	
<b>Authorized Signature</b>	
<b>Title</b>	
<b>Phone Number</b>	
<b>Date</b>	