

TERMS AND CONDITIONS

The standard for any payments made on behalf of Southern Connecticut State University (SCSU) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions participate in ACH.

In order to successfully carry out SCSU's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information;
- That any revised authorization will replace any previous authorization;
- That SCSU may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the ACH Payment Enrollment Form authorizes SCSU to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the SCSU Accounts Payable department for travel, refunds, and/or vendor payments, whichever is applicable.

Your authorization shall remain in effect until advanced written notice of termination is produced to SCSU. Such notice should afford SCSU and the financial institution named on Page 1 (Block 2) reasonable opportunity to act on it. It is your responsibility to provide an updated ACH Payment Enrollment Form to SCSU updating any changes to your financial institution, routing and account number(s).

Notice to SCSU should be addressed to:

Southern Connecticut State University
Accounts Payable Department
501 Crescent Street
New Haven, CT 0515-1355

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