



Dear Valued Vendor of The Ohio State University:

The Accounts Payable department has been working to improve our processes through various methods and is pleased to be able to share those with you at this time.

1. EFT (Electronic Funds Transfer) payment method. Moving to EFT means you will no longer receive paper checks; your payments will be directly deposited into your bank account. When an invoice is paid, you will receive an email with an Excel attachment that contains all of the necessary information needed for you to apply your payment. Signing up for EFT means no more waiting for the check in the mail, filling out deposit slips, or trips to the bank. There is NO FEE to participate and signing up is easy. Please submit the attached EFT form to sign up for electronic payments.

2. Electronic invoice submission. Accounts Payable now accepts invoices via email. By changing our process and allowing vendors to submit their invoices electronically, we can save you time and money by eliminating the need for the use of the U.S. Postal services. To submit your invoices electronically, please refer to the email address on your purchase order. As always, please include your ten digit purchase order number on ALL invoices and credits to ensure that your invoices are processed in a timely manner.

Again, we are very pleased to share these exciting enhancements with you and hope that you will take advantage of one or both of them. As always we appreciate your business and look forward to our relationship in the future.

If you have any questions or concerns regarding this, please feel free to contact the Accounts Payable Department at 614.292.6831 or at the following email addresses:

EFT Form submittal & questions..... BF-PRSM-Webform@osu.edu

Invoice Submission

Central University (not Med-Center or Research Foundation).....: [apinvoices @ osu.edu](mailto:apinvoices@osu.edu)



THE OHIO STATE UNIVERSITY

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS OF ELECTRONIC FUND TRANSFER (EFT) PAYMENTS

- TYPE or PRINT the information requested.
- All information provided must be legible, and completed in full.
- Any account changes must be reported to The Ohio State University, Central Accounts Payable department, at least thirty (30) days prior to actual change.
- It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information.

SECTION 1 – CONTACT INFORMATION

TYPE OF TRANSACTION:	<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE / REVISION	<input type="checkbox"/> CANCEL / REMOVE
PAYEE NAME:			
ADDRESS:			
CITY, STATE, ZIP:			
CONTACT PERSON:			
CONTACT PHONE:			
CONTACT E-MAIL:			
PAYMENT REMITTANCE E-MAIL:			
FEDERAL TAX ID or SSN:			

SECTION 2 – FINANCIAL INFORMATION

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

SECTION 3 – NEW FINANCIAL INFORMATION (Changes Only)

FINANCIAL INSTITUTION NAME:	PHONE:
ACCOUNT NUMBER AT ABOVE INSTITUTION:	
TRANSIT ROUTING/ABA NUMBER:	
CONTACT PERSON:	
CONTACT PHONE:	

SECTION 4 – AUTHORIZATION

<ul style="list-style-type: none"> • Read instructions in full (pg 2/2) and double-check each section above. • Check off all boxes as confirmation, then sign and date the form. <p> <input type="checkbox"/> Instructions <input type="checkbox"/> Section 1 <input type="checkbox"/> Section 2 <input type="checkbox"/> Section 3 <input type="checkbox"/> Section 4 </p> <p>SUBMIT THE COMPLETED FORM WITH A VOIDED CHECK, via fax or e-mail to:</p> <p>Fax: 614-247-8659</p> <p>E-mail : BF-PRSM-Webform@osu.edu</p>	
SIGNATURE:	DATE:

** Accounts Payable Use Only **

Vendor ID :	Entered by :	Date :
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INSTRUCTIONS

- This authorization agreement is effective as of the signature date and is to remain in full effect until revoked by the vendor in writing, or terminated by The Ohio State University (the university).
- All information provided must be legible, and completed in full.
- Any account changes must be reported to the university at least thirty (30) days prior to actual change.
- It is the responsibility of the payee, to keep the university informed of any changes in name, address, banking, contact, or other. Failure to do so may prevent you from being paid properly or receiving remittance information.
- If the account information changes, you are agreeing to submit an updated EFT Authorization Agreement, and voided check.
- By signing this agreement, you, as representative of the vendor authorize the university to initiate credit entries to your account in the financial institution identified above and also debit entries, if necessary, for any credit entries that are determined to be in error.
- Once EFT has been set up, all payments will be made via EFT.
- EFT payments may take several days for processing through the banking system before they appear in your bank account.
- When an EFT payment is processed, a system generated remittance e-mail is sent containing the payment information, and an Excel attachment.
- The system generated e-mails can go only to the address specified on the EFT form. Multiple e-mails can not be sent.
- HTML format is required to read and open the system generated EFT remittance e-mails and attachments.
- It is the vendor's responsibility to "white list" APNotify@ctrl.ohio-state.edu and OSURF_Direct_Deposit@rf.ohio-state.edu, to ensure e-mails are received properly.
- **If the remittance e-mails are not being received by you, please contact** the university to see if the e-mail was returned as "undeliverable" at apcustomerservice@osu.edu
- If the e-mails are not being returned to the university as "undeliverable" this indicates that they were successfully sent, and there is an issue on the receiving end. You will need to contact your IT department to resolve the issue.
- The university will not re-create remittance notifications not received due to your inability to properly receive or handle e-mails.
- Failure to properly handle EFT remittances and apply EFT payments may result in termination of payments via EFT.

SUBMIT THE COMPLETED FORM WITH A VOIDED CHECK, via fax or e-mail to:
BF-PRSM-Webform@osu.edu

QUESTIONS?

Contact us via phone, fax, or e-mail.

Phone : (614) 292-6831

E-mail : apcustomerservice@osu.edu

Fax : (614) 247-8659