



Dear Valued Vendor,

NAB is going green! Effective immediately, all vendor payments will be processed through our new electronic payment program through SunTrust Bank. This ACH program is an efficient, cost-effective solution for making payments, increasing payment security and reducing mail.

Benefits to your company include:

- Accelerated cash receipts as funds are typically deposited into your accounts within 48 hours of accounts payable processing, with current SunTrust customers receiving payment even faster;
- Elimination of check processing fees;
- Receiving electronic remittance data with payment for more efficient reconciliation; and
- Going green – paperless, electronic payments are more secure, save money, and help conserve the environment.

To enroll as an ACH vendor, please complete the information below:

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

**EIN #** \_\_\_\_\_

**Account Type:**      Checking      Savings

**Name on Account:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_

**Account #:** \_\_\_\_\_

**\*Routing (ACH) #:** \_\_\_\_\_

\*Please be sure the routing # is for **ACH**, not wire.

**Remittance E-mail:** \_\_\_\_\_

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature of Authorized Official**

Please send this signed and completed form to us via fax at (202) 296-6728 or by email to [AccountsPayable@nab.org](mailto:AccountsPayable@nab.org).

We appreciate your business and look forward to implementing this new, efficient payment option!

Best Regards,

Accounts Payable