

Chambers, Blair

Subject: FW: NCDOT Vendor Payments
Attachments: Mandatory ACH Policy.doc; ACH Fillable Form 202107.pdf
Importance: High

Subject: NCDOT Vendor Payments

Good morning, everyone. Please see below a very important announcement from Todd Honeycutt, NCDOT's Accounts Payable Manager with the Financial Management Unit. We appreciate your cooperation and understanding.

North Carolina Department of Transportation (NCDOT) has been offering electronic payment (ACH) as a method of payment to our vendors for years. However, due to a nationwide supply shortage, check printing supplies such as paper and envelopes have become scarce. To ensure our vendors continue to get paid in a timely manner due to this nationwide supply shortage, NCDOT is moving toward a policy that requires all vendors to participate in our ACH Payment program.

When sending in new vendor forms the ACH form must also be attached for the vendor to be setup.

Please distribute this information to personnel in your division.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

June 10, 2022

North Carolina Department of Transportation (NCDOT) has been offering a electronic payment method (ACH) as a method of payment to our vendors for years. Due to a nationwide supply shortage, check printing supplies such as paper and envelopes are scarce. NCDOT is moving toward a policy that requires all vendors to participate in our ACH Payment program. This ensures our vendors continue to get paid in a timely manner due to this nationwide supply shortage.

The ACH Payment program has proven to be efficient and cost-effective way to make payments.

- Payment by ACH are normally posted in your account in 1-3 business days after being processed by NCDOT. An emailed remittance advice is automatically sent when the payment is processed.
- It is a cost savings to taxpayers as it reduces, postage, check, envelope, toner and printer use expenses.
- It reduces the risk of checks being lost, void and having to be reissued.

NCDOT personally validates and confirms all ACH information by vendors. You will receive a confirmation that your data has been added.

Provided with this letter is an ACH Form that will need to be completed by all vendors that are currently receiving payment by check. Once we have received the ACH form, we can confirm the information. It takes 7 days from the date the information has been validated and confirmed to start receiving payment by ACH.

Note: If you are a onetime vendor this information does not apply to you so, please disregard this request.

For any questions or concerns please contact ap@ncdot.gov.

Thank you for your continued help and support.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
ACCOUNTS PAYABLE
1514 MAIL SERVICE CENTER
RALEIGH, NC 27699-1514

Telephone: (919) 707-4200
Fax: (919) 733-9247
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1 S WILMINGTON ST
RALEIGH, NC 27699

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION ACH – EFT AUTHORIZATION FORM

Check One: Initial Signup Change

VENDOR INFORMATION Tax ID Associated with Vendor Name

Vendor # : _____ FEIN/SSN: _____

Vendor Name: _____

Vendor Address: _____

Email: **(REQUIRED)** _____

FINANCIAL INSTITUTION ACCT. INFO.:

Name on Account: _____

Institution Name: _____

Institution Address: _____

Transit/Routing # : _____ (Nine digits-copy from check, not from deposit slip)

Bank Account # : _____ (Include any leading zeros)

Previous Bank Info: _____

(Account Changes Only) Bank Account #:(Last 4 digits only) _____ (**Required for all banking changes**)

Type of Acct: Checking Savings (Check one)

International ACH Transactions (IAT) Statement

The entire amount of my payment via direct deposit to a financial institution is is not being transferred/forwarded to a financial institution outside the U.S.

***YOU MUST CHECK THE APPROPRIATE BOX TO COMPLETE THIS FORM.**

PARTICIPATING VENDOR AUTHORIZATION

- I, on behalf of the vendor name indicated above, hereby authorize the North Carolina Department of Transportation to initiate ACH credit entries to the above designated bank for payments due from NCDOT for all programs. I (we) also authorize any necessary ACH debit entries or adjustments for any ACH credit entries made in error to the account.
- I acknowledge that the origination of ACH transactions to my account must comply with the provisions of North Carolina and U.S. law.
- I understand that this ACH authorization will remain in effect until I cancel it in writing with Accounts Payable.

Vendor Officer's Name: _____ Tel.: _____
(Printed)

Signature: _____ Date: _____
(Typed or fonted signatures are not acceptable)

<p>Return completed form to: NC Department of Transportation Attn: ACH Coordinator- Fiscal Section 1514 Mail Service Center Raleigh, North Carolina 27699-1514</p>	<p>Questions: Email: ap@ncdot.gov Phone (919) 707-4201 Fax (919) 733-9247</p>	<p>State Agency Use Only:</p>
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