



REQUEST FOR ELECTRONIC PAYMENTS

Marymount Manhattan College offers Direct Deposit to all our vendors. This method of payment will electronically deposit payment for goods and services in the bank of your choice. Marymount Manhattan College can provide you detailed payment details via email.

If you are interested in receiving your payments from Marymount Manhattan College, via the ACH (Automated Clearing House) format, please complete the following information and return to:

Marymount Manhattan College
Account Payable
221 East 71st Street
New York, NY 10021

Or fax the completed form to MMC at
Fax # 212-517-0541

Vendor Name: _____

Note: This must be the same as it would appear on your bank account.

MMC Vendor Number(s): _____

Seven-character code found on check stub in upper right corner of table, column heading 'Vendor No.'

Contact Information:

Name: _____
Phone: _____
Fax: _____ Email: _____

Banking Information:

Bank Name: _____ Type of Account: Checking [] Savings []

Routing/ ABA Number: _____
(9 Digits - all numbers)

Your Account Number: _____
(All numbers)

Authorized by (Please Print): _____

Signature: _____

Title: _____

Table with 4 columns: Date Received, Date Verified, Verified With, Date Entered into System. Header: For Office Use only

Feel free to call Marymount Manhattan College Accounts Payable at 212-517-0536 with any questions.