El Paso County Community College District

ACH Vendor Payment Authorization
Frequently Asked Questions

Q. What do I do if for some reason my payment is not deposited into my account?
A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable supervisor at 915-831-6350, and ask that your payment be traced, starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?
A. The target implementation date for changing over completely to ACH Vendor Payment is January 31, 2011. Beyond this date, all payments made by the District to all of its vendors will be made via ACH transaction. However, as the District transitions from the old “paper” method of paying vendors to ACH Vendor Payment, some vendors may begin to receive their payments via ACH transaction before January 31, 2011. In all cases, before a vendor receives their first payment via ACH transaction, they will receive an e-mail notifying them of the upcoming deposit.

Q. What happens if I change financial institutions and/or accounts?
A. In the event that you change financial institutions, or account number within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check and mark the “Revision” box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor’s responsibility to advise the District of any changes and to do so in a timely manner. The District requires fifteen (15) working days to process changes.

Q. What if I want my payment to be forwarded to a financial institution outside the United States?
A. If you receive payments via direct deposit which are forwarded from a U.S. financial institution to a financial institution outside the U.S., please indicate YES in the ACH Vendor Authorization Agreement form and contact the Comptroller’s office at 915-831-6391.

Q. What do I need to do?
A. Just follow these simple steps:
   ● Complete the ACH Vendor Payment Authorization Agreement.
   ● Attach a voided check which clearly shows the bank account holder’s name
   ● account number
   ● financial institution’s name
   ● routing number
   ● Send the signed agreement and voided check to:

   El Paso Community College
   P O Box 20500
   Attn: Accounts Payable
   El Paso TX 79998-0500

   If you have any questions about ACH Vendor Payment, contact the Accounts Payable Supervisor at 915-831-6350.