



Geisinger
Commonwealth
School of Medicine

AUTHORIZATION FOR PRE-ARRANGED PAYMENTS (CREDITS)

- New Authorization Transferring Authorization to Another Bank Change of Bank Account No.

STUDENT NAME _____

EMPOWER STUDENT ID: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS (for notification of payment): _____
(You will receive one email notification for all invoices being paid from APPMTREQ@geisinger.edu. Please add this sender to your trusted list.)

I hereby authorize Geisinger System Services and its affiliated entities of Geisinger Health System Foundation (“GSS”) to initiate credit entries to my account indicated below at the financial institution listed. GSS expressly reserves the right to retract or reverse any credit made in error as determined by GSS.

FINANCIAL INSTITUTION _____ BRANCH _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BANK TRANSIT/ABA NO.

ACCOUNT NO. _____ Checking Savings (circle one)

This Authorization shall remain in full force and effect until GSS and the above listed financial institution have received written notification from me of its termination in such time and in such manner as to afford the above listed financial institution a reasonable opportunity to act on it.

I have received and reviewed the “E-Commerce Initiative” brochure from GSS.

If I had any questions about either this Authorization or the brochure, such questions have been answered.

DATE _____ SIGNED _____

PRINTED NAME _____

Vendor Lawson # _____



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E-COMMERCE INITIATIVE

The Accounts Payable Office of Geisinger has adopted an E-commerce initiative to maximize the electronic payments to trade Vendors. In its normal course of business, the Accounts Payable office will remit on a daily basis via ACH, any invoice with an upcoming due date.

You can make your banking easier through an ACH Vendor Payment service available from Geisinger. With an ACH Vendor Payment, you can choose to have your payments deposited directly into your checking or savings account at your designated bank, savings and loan, credit union, or any other member of an automated clearing house.

You will receive your notice of deposit by e-mail.

ACH VENDOR PAYMENT SAVES YOU TIME:

- No trip to financial institution
- No search for parking
- No waiting in teller lines
- No delay in getting cash

ACH VENDOR PAYMENT IS SAFE:

- No worry about stolen or lost checks
- No worry about forged checks
- No danger of fraud

QUESTIONS AND ANSWERS:

Here are some frequently asked questions and answers:

Q. What is ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits your payment directly into your account at any financial institution that is a member of an automated clearing house.

Q. Who is eligible for ACH Vendor Payment?

A. All vendors that provide services and/or materials to Geisinger who are now being paid by check through the Geisinger Accounts Payable department.

Q. What assurance will I have that my payment is deposited to my account?

A. Verify with your financial institution that the routing number used for ACH into your account is the same as you indicated on your deposit slip or check. If it is not the same, please obtain and provide the correct routing number from your financial institution. You will receive a notice of deposit in your email from the Geisinger Treasury Operations department. The notice will verify that the Geisinger Accounts Payable department processed your payment. You should verify that the payment was actually deposited into your account after receiving the notice of deposit from Geisinger's Treasury Operations department.

Q. When will my payment be deposited into my account?

A. Your payment will be available in your account on the same day that a check is normally put in the mail. Instead of receiving a check, you will receive a statement indicating what invoice(s) were included in the amount that was deposited into your designated account.

Q. What safety features are in ACH Vendor Payment?

A. Billions of pieces of data are transmitted successfully across the country every day. This could not be done without numerous checks and balances built into sophisticated programs.

Q. What do I do if for some reason my payment is not deposited into my account by the time I receive the notice of deposit from Geisinger Treasury Operations Department?

A. All transactions are traceable, simply contact the Geisinger Accounts Payable Department, and ask them to trace your deposit starting with the originating financial institution. **Geisinger Accounts Payable 570-271-6226**

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

A. There may be a lag of at least one payment to allow for your account setup.

Q. What happens if I change the financial institution or wish to cancel ACH Vendor Payment?

A. In the event that you change financial institutions, simply provide the Bursar's office at GCSOM with a new ACH Vendor Payment Authorization Agreement and either a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers. Until your account setup has been completed, you will receive your checks by mail. Participants may only change accounts twice in a 12-month period. If you wish to cancel ACH Vendor Payment, simply notify the GCSOM Bursar Department in writing at least 10 working days in advance of the next payment date.

Q. Can I join ACH Vendor Payment at a later date?

A. You may participate at any time in the future. Complete the ACH Vendor Payment Authorization Agreement and forward it with a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers to the Bursar's Office at GCSOM. Processing will take approximately 10 working days. In the interim, you will continue to receive your checks by mail.

Q. How do I sign up for ACH Vendor Payment?

A. Just follow these simple steps:

Complete the ACH Vendor Payment Authorization agreement on this brochure

Obtain financial institution routing number from the ACH Coordinator at your financial institution

Attach a deposit slip, voided check, or other financial institution documentation with account and routing numbers

Send the agreement and account information to:

Geisinger Commonwealth School of Medicine

Attn: Bursar

525 Pine Street

Scranton, PA 18509