



**MARQUETTE
UNIVERSITY**

Office of Finance

**Supplier/Student Notification and ACH
Payment Set-up Request**

Recently, your company information was added/changed in our supplier database. Our terms and conditions are located on <http://www.marquette.edu/vendors/vendor/business.shtml> (terms for products, services and construction).

Marquette University's preferred method of payment is ACH. To activate ACH payment capabilities, complete the form and return it to the department you are working with. Upon payment of invoices via ACH, Marquette University will send an email remittance advice to each supplier summarizing the payment amount and the related listing of invoices paid.

Submit invoices to invoices@marquette.coupahost.com

Legal Name _____

dba _____

City _____ State _____ Zip _____

Tax ID Number _____

Email for Remittance Advice _____

Bank Name _____

Routing # _____ Account # _____

Account Type: Commercial savings Commercial Checking

Personal savings Personal Checking

Authorization: I (we) hereby authorize Marquette University to initiate CREDIT entries to the bank account and depository (bank) named above.

Submitted by:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Telephone # / ext: _____

Email: _____

(Department only, please forward the ACH forms to vendoradd@marquette.edu)