



# Electronic Payments Request

MCPS Form 540-2  
May 2018

Division of the Controller  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 West Gude Drive, Suite 3200, Rockville, Maryland 20850

I hereby authorize Montgomery County Public Schools (MCPS) to initiate accounts payable payments through either Automated Clearing House (ACH) or Single-Use Accounts (SUA) payment methods and, if necessary, process adjustments to my account for payments made in error.

MCPS has partnered with J.P. Morgan Chase to use their SUA payment method. For all suppliers who currently accept credit card payments, MCPS recommends that you enroll in SUA each time your invoices are due. A SUA is a card-based payment solution that acts like a check by providing a 16-digit virtual account number for each payment, which allows you to set each SUA with a credit limit that matches the specific payment amount.

Effective April 1, 2018, payment method by check has been discontinued by MCPS.

- Requesting ACH payment, complete Parts 1, 2, and 3
- Requesting SUA payment, complete Parts 1 and 3 only

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART 1: COMPANY INFORMATION OR INDIVIDUAL

Company Name:

Tax Identification #

Dunn & Bradstreet (D&B) #

Accounts Receivable Contact Person's Name

Accounts Receivable Contact Person's E-mail (*E-MAIL ADDRESS IS REQUIRED. Remittance information will be sent to this e-mail address*)

Accounts Receivable Contact Person's Telephone #

Accounts Receivable Contact Person's Fax #

## PART 2: BANK INFORMATION (for ACH payment method only)

Name of Bank

Street Number

Street Name

City

State

Zip Code

Business Telephone #

Extension

Bank ABA Routing # (*bottom of check*)

Bank Account Number

*Please be aware that some banks have a different ABA number for ACH, and wire transfers. Please confirm with your bank the correct ABA number for your payment method.*

## PART 3: AUTHORIZING SIGNATURE

By signing this form:

- I am legally authorized to represent the above organization.
- I agree that the above information is accurate.
- I authorize MCPS to deposit payments via payment method selected above.
- I understand that the remittance advice will be sent via e-mail to the contact e-mail address listed above.

Authorized Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Please mail, fax, or e-mail the completed form to the address below to initiate ACH or SUA processing setup. You will be established as an electronic payment supplier, and payments will be made via ACH or SUA upon completion.

Questions regarding this form or your transactions should be directed to the accounts payable department at the address/number below:

MCPS Division of Controller  
Accounts Payable  
45 West Gude Drive, Suite 3200  
Rockville, Maryland 20850

Phone: 301-279-3030  
Fax: 301-279-3031  
E-mail: SUA@mcpsmd.org