



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 E-Mail the completed form to:
ap@mmm.edu

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: _____

For Office Use only			
_____	_____	_____	_____
Date Received	Date Verified	Verified With	Date Entered into System

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