

# Carnegie Mellon

5000 Forbes Avenue  
Pittsburgh, PA 15213-3890

## Electronic Funds Transfer (EFT) Payment Setup Form

Carnegie Mellon is now offering payment to its suppliers that wish to receive payment for goods and services through electronic funds transfer. The advantage to this form of payment is funds are electronically deposited directly into your company's designated bank account through ACH (Automated Clearing House). For your company to begin receiving payments electronically, please complete the accompanying form. We encourage your participation!

### EFT Options

- **CTX** – Corporate Trade EXchange – Payment and Remittance Advice are issued electronically to your company's bank. Your bank then provides you with notification/remittance information regarding the payment.
  - **NOTE:** *It is recommended that you verify with your bank on their capabilities to handle this type of electronic information.*
- **CCD+(CCP)** – Cash Concentration/Disbursement – Payment is issued electronically to your company's bank, but remittance advice is transferred via another medium. Your remittance advice options are as follows: **(NOTE: You may only choose 1 option)**
  - **EMAIL** – Remittance Advice is emailed to a designated address that your company provides. This email address can be a group list.
  - **MAIL** – Remittance Advice is mailed to a designated address that your company provides.
  - **FAX** – Remittance Advice is faxed to a designated fax number that your company provides.

Carnegie Mellon's Accounts Payable department is available Monday through Friday, 9:00 am – 5:00 pm EST. Please address any questions to Terri Burner 412-268-1016.

We look forward to hearing from you!

Kathy Proch  
Associate Controller  
voice: (412) 268-5158  
fax: (412) 268-7068

*Return Setup Form to:*  
Terri J Burner, Accounts Payable Manager, Carnegie Mellon University,  
5000 Forbes Ave, Pittsburgh Pennsylvania 15213-3890



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## Electronic Funds Transfer (EFT) Payment Setup Form

Request Type (check one):  Initiate  Alter  Terminate

### Supplier Information

Supplier Name (please type or print): \_\_\_\_\_

Supplier Address (City, State, Zip): \_\_\_\_\_

FEIN/SSN Number: \_\_\_\_\_ Contact Name/Phone: \_\_\_\_\_

### Bank Information

Bank Name: \_\_\_\_\_

Bank Address (City, State, Zip): \_\_\_\_\_

Account Name: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_ Bank Account #: \_\_\_\_\_

Bank Account Type: \_\_\_ Checking \_\_\_ Savings

### Remittance Options

- CTX Payments
  - Do not route (remittance contained in electronic file)

- CCD+ (CCP) Payments (Please select only **one**)

- EMAIL - Receive Remittance Advice via EMAIL

Remittance Email Address: \_\_\_\_\_

- MAIL - Receive Remittance Advice via MAIL

Address/City/State/Zip (if different from above): Please provide 'ATTN TO' Contact

- FAX - Receive Remittance Advice via FAX

Remittance Fax # / 'ATTN TO' Contact: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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