



## Service Vendor ACH Enrollment

1. Vendor Name (W-9 Line 1):

\_\_\_\_\_

2. Business Name used on Invoices (if different from Line 1) (W-9 Line 2):

\_\_\_\_\_

3. Address:

\_\_\_\_\_

\_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Phone Number: \_\_\_\_\_

6. ACH (Direct Deposit) Payment

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type:  Checking  Savings

Required E-mail Address: \_\_\_\_\_

Remittance Advice will be e-mailed when your ACH payment has been processed

TIN Listed W-9: \_\_\_\_\_

This will be your document password (without dashes) used to open your PDF

Consent for electronic submission of 1099 to this e-mail address:  Yes  No

7. Please refer to our *Payment Schedule* found on-line at [www.consumerdirections.info](http://www.consumerdirections.info) for invoice submission cut-off dates and payment dates.

8. Invoices can be e-mailed to [payroll@yourfse.com](mailto:payroll@yourfse.com); faxed (320) 258-3238 or mailed.

9. IRS Form W-9 is required to be submitted with this form for vendor enrollment.

10.

\_\_\_\_\_

Signature of Service Vendor

\_\_\_\_\_

Date