



University of Puerto Rico  
 University Precint of Mayagüez  
 Administration's Dean  
 FINANCE DEPARTMENT  
 Account Payable's Office



**AUTHORIZATION FOR ELECTRONIC PAYMENT TO SUPPLIER**

(RUM-UPR) Number of Supplier: \_\_\_\_\_

<b>Name of Supplier:</b>		<b>Social Security Number:</b>	
<b>Physical Address:</b>		<b>Postal Address:</b>	
<b>Phone Number:</b>		<b>Name of Person of Contact :</b>	
<b>Office:</b>			
<b>Cellphone:</b>		<b>E-mail Address of Person of Contact:</b>	
<b>Fax:</b>			

I authorize the University Precint of Mayagüez of the University of Puerto Rico to the payment of invoices through electronic transfer to our bank account to the Institution which will be named later. I have knowledge that the realization of the Account Clearing House (ACH) transactions to our bank account must be in compliance with the provisions of the States and Federal Laws.

I authorize that the import's payment in favor of my company or person, to be deposit to the next account

<b>Type of Account</b>	<b>Account Number</b>	<b>Route or Transit Number</b>
<input type="checkbox"/> Savings <input type="checkbox"/> Checking		- - - - -
<b>Name of Financial Institution</b>		<b>Branch where the account is located</b>
<b>Name in print</b>	<b>Signature</b>	<b>Date</b>
		____/____/____ Month    Day    Year

<b>For Official Use</b>		
<b>Name in print</b>	<b>Signature</b>	<b>Date</b>
		____/____/____ Month    Date    Year

Note: The RUM-UPR is reserved the right to accept or reject, to also cancel the benefit of the electronic payment to the providers at any moment during the validity of these accords. This accord will remain in force until the RUM-UPR receives a written notification of cancelation in no less than thirty (30) days ahead to its effectiveness. In case of an incorrect payment to the account of the provider, the Bank can debit the account to correct the error or in its defect, realize the efforts of the required charges by the norms of the institution. Any claim in concept of accredited invoices to our account according to this authorization, will be directed to the Account Payable's Office of RUM-UPR.

## Electronic Payment Service to Suppliers in the University of Puerto Rico

The Electronic payment is a benefit to the suppliers of the University Precinct of Mayagüez of the University of Puerto Rico in which it is deposit to the savings or checking account of the selected bank of the institution the payments of invoices for the service concept offered to the Precinct of Mayagüez of the University of Puerto Rico.

### Instructions:

1. This formulary must be filled by print or type and must be signed by the person responsible of the account
2. Supplier's Responsibility:
  - a. Deliver the original formulary to the Office of Account Payable and conserve a copy as evidence of the provided information
  - b. Immediately return any amount that had been wrongly accredited to your bank account if by electronic transactions or if the bank cannot charge the same.
  - c. Notify the changes on the accounts or the functionary responsible, right assignment, application of disposition by bankruptcy or others.

### Benefits and Advantage:

1. The imports of the bills are deposited to any of the participant banks of the system "Automated Clearing House" in Puerto Rico.
2. The credit will be effective between one or two labor days, once realized the transfer.
3. Avoids the setbacks of lost or stolen checks.
4. The service is completely free.

### Cancel or Switch of Accounts

1. If the supplier or individual changes from bank or account number, you must immediately notify to the Accounts Payable Office y fill in a new Authorization for Direct Payment. The payment during this period will be in checks.
2. In case of needing additional information, you can call to 787-832-4040 exts. 3868, 2244, 2240.