



## Vendor Direct Deposit/ACH Contact Information form

\*Active **Trust Central** <sup>III</sup> vendor/provider must **not** complete this form for the vendor ID in Trust Central\*

<sup>III</sup>Trust Central is a web portal used for Trust originated contracts

### General Instructions

The **vendor direct deposit/ACH contact information form** for the **direct deposit of payments** must be **completed\* by the vendor or their authorized representative**. A separate contact information form must be completed for each Vendor ID that a vendor may have with The Trust. To obtain your Vendor ID, refer to the upper left-hand corner of your Trust check stub or contact your Trust representative. If you are a new vendor to The Trust, enter "TBD-New Vendor".

**A completed W-9 form should also be submitted with the signed direct deposit/ACH contact information form.**

**Please complete the following information** *(to be completed by vendor\* and employees of The Trust seeking reimbursement)*  
Refer to General Instructions (attached) for information and instructions on completing this form.

### Section I - Vendor Contact Information

**Please complete the following information:** *(to be completed by vendor\* and employees of The Trust seeking reimbursement)*

Vendor Name (legal name):	
Vendor ID: (new vendor enter "TBD-New Vendor")	
Authorized Representative Name:	
Authorized Representative Title:	
E-Mail Address of Contact Person - this address <b>must be unique</b> to the authorized representative:	
Main Phone Number:	
Mobile Phone Number - this mobile/cell <b>must be unique</b> to the authorized representative:	

### Section II - Vendor Signature and Authorization

I, hereby **confirm my authority as a representative** of the above entity to enter into an agreement for enrollment in direct deposit/ACH and to provide the financial account information that direct deposits will be made into.

Authorized Representative Name:	
Authorized Representative Signature:	
Date:	

### Section III - For Finance Use only

Vendor ID is used in Trust Central	Yes      (Do not process. Trust Central information is to be used)	No
Vendor ID is a Wage\$ or incentive\$ participant	Yes      (Do not process. Information is entered by contracted vendor )	No

Please retain a copy for your records.



## Vendor Direct Deposit/ACH Contact Information Form

### General Instructions

Use the Direct Deposit/ACH Contact Information form to provide contact information needed so that The Children's Trust (The Trust) may email the vendor's authorized representative a unique link to The Trust's web portal for enrollment. A separate contact information form must be completed for each Vendor ID that a vendor may have with The Trust. The vendor direct deposit/ACH contact information form must not be completed for the vendor ID that is active in Trust Central<sup>Ⓜ</sup>. To obtain your Vendor ID, refer to the upper left-hand corner of your Trust check stub or contact your Trust representative. If you are a new vendor to The Trust, enter "TBD-New Vendor".

For frequently asked questions regarding direct deposit, please visit <https://www.thechildrenstrust.org/ach-direct-deposit>.

**A completed W-9 form should also be submitted with the signed direct deposit/ACH contact information form.**

<sup>Ⓜ</sup>Trust Central is a web portal used for Trust originated contracts

#### **Section I – Vendor Contact Information**

Provide **ALL** information requested in the applicable fields.

The Vendor ID is the ID assigned by The Children's Trust. The Vendor ID may be located on the upper left-hand corner of your check stub or you may contact your Trust representative for your Vendor ID. Please note that a separate Direct Deposit/ACH Contact Information form is to be completed for each Vendor ID that is to be enrolled in direct deposit.

#### **Section II – Vendor Signature and Authorization**

You **MUST** complete this section. The enrollment process will not commence until all sections are completed and provided to your Trust representative.

**By completing this section, you are confirming that the signer is an authorized representative of the entity i.e. vendor/provider and can enter into an agreement with The Children's Trust's to enroll in The Trust's direct deposit/ ACH program.**