



## ACH VENDOR PAYMENT PROCESSING

To pay vendors more efficiently, United Arts prefers to transmit funds to our vendors via ACH. ACH payments reduce processing costs (time, paper and postage costs) and reduce the number of checks that are lost in the mail or not deposited by the recipient. For the vendor, ACH payments reduce deposit and banking time and costs on the recipients end and the funds will be available sooner.

To participate, please fill out the attached *Direct Deposit Via ACH* form and return it **with a cancelled check** copy to David Whitfield, Director of Finance, for United Arts of Central Florida, either by:

1) Mail:           United Arts of Central Florida  
                      Attn: David Whitfield, Dir of Finance  
                      3025 Edgewater Dr  
                      Orlando, FL 32804

or,

2) Email:         Finance@unitedartscfl.org

Participation is optional, but encouraged. If you elect to continue receiving paper checks, please note that we will be reducing our paper check runs, so this may delay your payment.

The designated contact person will receive an email with the dollar amount and remittance information when an ACH payment is initiated.

If you have questions or concerns on ACH payments, please contact David Whitfield directly.

Thank you. I look forward to receiving your enrollment.

David Whitfield