

Accounting
TEL 907.265.2513
FAX 907.265.2517

To: Our Valued Suppliers/Vendors

Attention: Accounts Receivable Department

Our electronic payment program allows us to deposit payments for your invoices directly into your company's designated bank account via the Federal Reserve Automated Clearing house (ACH). Thereby eliminating bank clearing delays and lost, stolen or delayed checks due to uncertain mail delivery. We would like to encourage you to sign up to receive your ARRC payments through the electronic payment process, as it is no cost to you.

Please note the ARRC can only make electronic payments within the US.

Complete the following steps to begin receiving electronic payments:

1. Complete the enclosed *Electronic Payment Agreement Form*.
2. Return to Alaska Railroad Corporation by one of the following:
 - a. **Fax** the completed *Electronic Payment Agreement Form* via our secure fax number (907) 265-2517.
 - b. **E-mail** the completed form to your Accounts Payable contact listed on frequently asked questions.
 - c. **Mail** your *Electronic Payment Agreement Form* to:
Alaska Railroad Corporation
Attn: Accounts Payable
PO Box 107500
Anchorage, AK 99510-7500

When properly executed, this authorization will become effective immediately after its receipt by the ARRC.

A list of "frequently asked questions" regarding ACH and the ARRC electronic payment program is on the other side of this letter to describe the program.

We value your support as a supplier/vendor and are confident our electronic payment program will provide you with a more direct and secure method of payment.

Sincerely,

Jenny Biering

Jenny Biering
Assistant Controller, Payroll & Accounts Payable

Frequently Asked Questions

How will I know when a payment has been made?

- **You will be notified by email.** The notification will include the date the payment will be deposited to your bank account, an itemized list of invoices and amount paid, and the total paid amount. It will also include your contact information that we have on file, the last four digits of your bank account number, and ARRC contact information.
- In addition, we submit CTX information to the bank. If you currently receive remittance advice from your bank, we suggest you contact your bank directly to ensure that they will be able to provide the remittance information to you in a usable format.

When will I start receiving my payments electronically?

- You should begin receiving your payments electronically approximately 14 to 21 days after you return your Electronic Payment Agreement form. Upon receiving the form, the ARRC first sends a zero dollar test transmission to verify the accuracy of bank account information before “live” payments are sent. Depending on your bank, you may or may not be notified that this test was processed.

Where do I find the Routing Transit Number (RTN)?

- For a checking account, you can find this number on the bottom left of your check as a 9-digit number directly to the left of your account number. This number does not appear on a savings deposit slip. If you would like your payments deposited into your savings account, call your bank to obtain the RTN.

How do I change bank accounts?

- Complete a new *Electronic Payment Agreement Form*, selecting the “change” option and mail or fax to the ARRC. The change will become effective on the next payment cycle following ARRC’s receipt of the form.

How do I close my account or stop participating in the electronic program?

- Complete a new *Electronic Payment Agreement Form*, selecting the “terminate” option or write a short letter requesting the stop in electronic payments and mail or fax to the ARRC. The termination will become effective on the next payment cycle following ARRC’s receipt of the form or letter.

Why is the ARRC asking for SSN/EIN (tax identification number)?

- The ARRC is using the information to update our Accounts Payable vendor files, for 1099 tax reporting purposes.

Who can I contact if I have questions?

Julie Myers-Foster at (907) 265-2545, e-mail myersfosterj@akrr.com (For Vendors A – I)

Amber Becker at (907) 265-2653, email beckera@akrr.com (For Vendors J- Z)

Jenny Biering at (907) 265-2513, e-mail bieringj@akrr.com

Vendor #: _____

Alaska Railroad Corporation

Electronic Payment Agreement Form

Supplier Information

**Please fill in required fields designated with asterisks.

**Legal Name: _____

Business Name (if different than legal name): _____

**SSN/EIN (Tax identification number): _____

Business type: Individual/Sole proprietor Corporation Partnership
 Limited Liability Company, enter classification ____ (C=Corporation, P=Partnership)

**Address: _____

**City: _____ **State: _____ **Zip: _____

**Phone: _____ Fax: _____

**Email: _____

**Contact Name: _____

(Payment notification will be sent by email)

Bank Account Information: **Is this a: Enroll? Change? Terminate?

**Financial Institution Name: _____

**Nine Digit Routing Transit Number (RTN): ____ _

**Account Number: _____

**Check one: Checking (Attach a voided check)
 Savings (Attach a deposit slip, if possible, for verification.)

Supplier hereby authorizes the Alaska Railroad Corporation (ARRC) to issue payments to Supplier by making electronic deposits to the account indicated above. Supplier understands that receipt of the electronic fund transfer(s) will fulfill ARRC's payment obligation and that ARRC will be credited for the full amount on the date the fund transfer is completed. Supplier also authorizes ARRC to initiate debit entries and adjustments for any credit entries made in error to this account. Supplier understands that ARRC will make a reasonable effort to notify Supplier within 24 hours if a debit entry or adjustment is made against this account. Supplier understands that it must give ARRC timely advance written notice if it wishes to change financial institutions, account numbers, type of account, or terminate this agreement. All correspondence with ARRC concerning this agreement or any changes to account information should be sent to the address or fax number at the top of this form. All terms stated herein remain in effect until this agreement is terminated by either party. By signing below, I represent that I am an authorized representative of the Supplier named above and that all information provided and statements herein are true and correct.

**Signature: _____ **Date: _____

**Printed Name: _____ **Title: _____

RETURN THIS FORM TO:

Alaska Railroad Corporation
Attn: Accounts Payable
PO Box 107500
Anchorage AK 99510-7500
or
Fax to (907) 265-2517