



eVendor Agreement (ACH Credits)

www.wvauditor.com

West Virginia State Auditor's Office / Glen B. Gainer III, State Auditor

Phone: 304.558.2251 Fax: 304.558.4376

Employee or Company Name _____

Address 1 _____ Address 2 _____

City _____ State _____ Zip _____ Employee SSN or Company FEIN _____

I (Company) hereby authorize the State of West Virginia, hereinafter called State, to initiate credit entries to my (our) Checking Account Savings Account (Select One) at the depository financial institution named below, hereinafter called Depository, and to credit the same to such account. I (Company) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law and the rules as set forth by the National Automated Clearing House Association (NACHA).

Depository Name _____ Branch _____

***You MUST attach a voided company check or savings deposit slip.**

This authorization is to remain in full force and effect until the State has received a notice of termination from me, or a company representative, in such time and in such manner as to afford the State a reasonable opportunity to act on it. I (Company) further acknowledge that any remittance information associated with payments that I (Company) receive will be made available to me through a secure Internet Web Site. (See Below for Details.)

Date _____ Signature _____ Title _____

Print Name _____

Web Access User Name _____ Password _____
(max 15 characters) (max 15 characters)

email address for Notification of Payment (1) _____ Contact Name _____

Telephone _____

email address for Notification of Payment (2) _____ Contact Name _____

Telephone _____

Does your company receive any remittance that may be considered confidential? (For example: Patient information that is protected under HIPAA.....Please Select One.)

☐ Yes ☐ No

By completing the information above, each vendor (individual) will receive both notification of payment and a URL that will link him or her to the Auditor's VISTA (Vendor Inquiry System To the Auditor) Web based system. This site can also be accessed via the Auditor's Home Page, www.wvauditor.com.

At this site, expanded remittance information (well beyond that which is printed on a check stub) will be available.

Your individual remittance information will appear in an EXCEL and ASCII Flat File. It is your choice to print or download whichever applicable format necessary to assist in the posting of the state's payment.

For information regarding your electronic payment, contact the eCommerce / eBanking Division at: 800. 500. 4079.

Please return to:

ECommerce Division / West Virginia State Auditor's Office
1900 Kanawha Boulevard, E • Building 1, Room W104 • Charleston, WV 25305