



ACH Letter

Transtar, LLC is pleased to offer electronic ACH (Automated Clearing House) payments to you, our suppliers. ACH payments provide an alternative to paper checks, affording you the following advantages:

- Better cash management forecasting - accelerated funds availability – certainty of delivery
- Establishment of excellent payment and credit records
- Reduced operating costs through the elimination of paper check handling and check depositing
- Eliminating the possibility of stolen checks; stop payment charges and check reissue costs
- Reduction of bank service charges and check fraud
- Being part of "Going Green," by reducing paper

Enrolling means payment will deposit into your bank account the day due, eliminating use of paper checks and mail delays. Remittance detail notifying you of an upcoming payment can be provided via email, one day prior to payment, if you select this option.

FAQ's

How do I get started? Complete and sign the Transtar ACH Enroll/Change Form. Below reflects where you find the bank routing/bank account numbers that need to be included.

The diagram shows a check with a light blue background. A bracket on the left side of the check is labeled "Bank Name and Address". Below this bracket, the text "The Bank Name" and "Bank Address" is written. The check itself contains the following information: "My Name", "My Address", and "My City, State, & Zip" in the top left; "101" in the top right; "50-9999/9999 1" in the middle right; "Pay to the order of" followed by a blank line and "\$" followed by a blank line and "Dollars" in the bottom right; and "123456789" and "12 34567890" in the bottom left and center respectively, with "101" in the bottom right. Brackets below the routing and account numbers are labeled "9 Digit Bank Routing Number" and "Your Account Number".

What is the process of enrolling in ACH? Once we receive your completed form, we will contact your company to verify the information provided is accurate. This also provides us an opportunity to fill in any missing information. Once verification is completed and approved, the form is sent to the team that builds the ACH set up.

How long does the ACH enrollment process take? After verification, it could take up to 14 days for the ACH to become effective.

What needs to happen if we change account numbers or financial institutions? If you want to change your ACH electronic authorization, please complete another Transtar ACH Enroll/Change Form and submit it. The process is the same as described above.

Our company has a standard letter that outlines our banking information to be used for ACH. Can you accept this letter instead of completing an enrollment form? We can certainly use the letter in lieu of completing our form. However we require you to sign, date and provide the effective date of new bank activity on the Transtar ACH Enroll/Change Form. Without your signature, we are not authorized to set up ACH for your company. If you want Remittance Detail we would need you to provide the required information.



ACH ENROLLMENT/CHANGE AUTHORIZATION FORM

This is to notify Transtar and/or one or more of its subsidiaries and affiliates (herein collectively called Transtar) of enrollment or change in EFT/ACH banking instructions for the Company (name stated below) herein referred to as Company. Transtar desires the flexibility to make payments for such goods and/or services by electronic funds transfers through the Automated Clearing House (ACH) system, and Company agrees to grant such flexibility. Therefore Company (1) authorizes Transtar to make payment for goods and services by ACH, (2) certifies that it has selected the following depository institution, and (3) directs that all such electronic funds transfers be made via the ACH CTX transaction format. In the event of any duplicate payment, overpayment, fraudulent payment or payment made in error, the receiving party will immediately return such payment upon confirming the occurrence of any of the foregoing.

Entity Information

Legal Entity Name (as listed on line 1 of W9)

Doing Business As Name (if different from legal entity name)

Tax ID (EIN OR SSN)

D&B number

All US vendors are required to provide a W-9 on the most current IRS form to support their tax identification number.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf> This link will take you directly to the IRS website and the W-9 form.

Physical Address ***Clearly label Apartment, Company, Suite, Unit, Building, Floor, PO BOX, In Care Of or Attention if applicable.

City

State

Zip Code

Country

Remit to Address ***Clearly label Apartment, Company, Suite, Unit, Building, Floor, PO BOX, In Care Of or Attention if applicable.

Remit to City

Remit to State

Remit to Zip Code

Remit to Country

ACH Details

Bank Details

Account Information

Bank Name

New ABA (Routing #)

Bank Street Address

Bank Account #

Bank City

Account Type

Bank State

Currency

Bank Country

Email Address ***Used to sent remittance detail.
Remittance detail will be send in Excel format

In the Interim, where should payments be sent?

Form Completed By: _____

SIGNATURE AUTHORIZING ACH ENROLLMENT/CHANGE BY TYPING YOUR NAME INTO THE SIGNATURE AUTHORIZING ACH ENROLLMENT/CHANGE FIELD WILL BE CONSIDERED THE ACT OF ELECTRONICALLY SIGNING THIS FORM. THIS ACT AUTHORIZES THE BANKING INFORMATION PROVIDED TO MAKE PAYMENTS FOR GOODS AND SERVICES VIA ELECTRONIC FUNDS TRANSFER TO THE ACCOUNT PROVIDED.

VERIFICATION: TRANSTAR CONDUCTS AN INDEPENDENT VERIFICATION PRIOR TO SETUP. VALIDATION VIA PHONE SHOULD BE EXPECTED
DISCLAIMER: ELECTRONIC MAIL SENT THROUGH THE INTERNET CANNOT BE CONSIDERED SECURE AND COULD BE INTERCEPTED BY A THIRD PARTY. USE OF ELECTRONIC MAIL TO PROVIDE INFORMATION IS COMPLETELY VOLUNTARY AND THE SOLE RISK OF THE SENDER. TRANSTAR MAKES NO WARRANTY OR GUARANTEE THAT YOUR EMAIL TRANSMISSION WILL BE SECURE, UNINTERRUPTED OR ERROR-FREE AND TRANSTAR DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, REGARDING SUCH ELECTRONIC MAIL USE.