



Dear Supplier,

Montgomery County Public Schools (MCPS) is pleased to inform you of our decision to partner with J.P. Morgan to use the Single-Use Accounts (SUA) virtual credit card payment solution to make payment processes easier, efficient and more secure.

Benefits with SUA

Using this form of payment will help us improve our payment processes while providing you with the following potential benefits:

- Early payments that will improve days' sales outstanding (DSO)
- Improved risk management with virtual account payments which can help reduce insufficient funds claims and increase controls to help mitigate fraud
- Reduced check processing costs.

In addition, after April 1, 2018, MCPS will no longer be processing check payments for all new contracts and contract extensions/renewals. MCPS will continue to use Automatic Clearing House (ACH) as a payment method.

Suppliers currently receiving payment via MCPS check must sign up for SUA or ACH to avoid any delay in payment. If a vendor feels that there would be undue hardship in signing up for either of the available electronic payment methods, they are required to submit a written statement demonstrating the hardship. In which case, MCPS will make an exception until the current contract is closed. **To sign up for either of the available payment options, see the attached forms.**

If you have any questions regarding the payment process, please email MCPS at SUA@mcpsmd.org.

Thank you for your interest in doing business with MCPS.

Sincerely,

Susan B. Chen, CPA
Controller, Division of Controller
Office of the Chief Financial Officer
Montgomery County Public Schools
45 West Gude Drive, Suite 3220, MD 20850

MCPS Single-Use Account (SUA) Acceptance Form

Montgomery County Public Schools (MCPS) will provide you with an electronic, virtual credit card payment each time your invoices are due.

Acceptance Instructions:

Please perform any of the following to accept:

- Email SUA@mcpsmd.org the information requested below and include all fields in the body of the email.
- Email this form to: SUA@mcpsmd.org
- Call Rita Skolnik at **301-279-3116**

Please provide the following information:

Company Name: _____

Accounts Receivable Contact Information:

Name and Title: _____

Phone Number: _____

Payment Notification Email Address: _____

**An email address is required for the payment notification. We recommend a central email address, such as accountsreceivable@vendorname.com.*

Thank you for your participation in this important initiative!



Automated Clearing House (ACH) Request

Division of the Controller
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 West Gude Drive, Suite 3200, Rockville, Maryland 20850
E-mail: accountspayable@mcpsmd.org • Fax: 240-314-2240

MCPS Form 540-2
January 2015

I hereby authorize Montgomery County Public Schools (MCPS) to initiate accounts payable payments through automatic bank deposits and, if necessary, adjustments to my account for payments made in error.

Date ____/____/____

PART 1: COMPANY INFORMATION OR INDIVIDUAL

Company Name:

Tax Identification #

Dunn & Bradstreet (D&B) #

Contact Person's Name

Contact Person's E-mail (*Remittance advice will be sent to the e-mail address*)

Contact Person's Telephone #

Contact Person's Fax #

PART 2: BANK INFORMATION

Name of Bank

Street Number

Street Name

City

State

Zip Code

Business Telephone #

Extension

Bank ABA Routing # (*bottom of check*)

Bank Account Number

Please be aware that some banks have a different ABA number for ACH and wire transfers. Please confirm with your bank the correct ABA number for ACH payment method.

PART 3: AUTHORIZING SIGNATURE

By signing this form:

- I am legally authorized to represent the above organization.
- I agree that the above information is accurate.
- I authorize MCPS to deposit payments into the bank account listed above.
- I understand that the remittance advice will be sent via e-mail to the contact e-mail address listed above.

Authorized Signature _____ Name (Print) _____

Title _____

Please mail, fax, or e-mail the completed form to the address below to initiate ACH processing setup. You will be established as an ACH supplier, and payments will be made via ACH upon completion.

Questions regarding this form or your ACH transactions should be directed to the accounts payable department at the address/number below:

MCPS Division of Controller
Accounts Payable
45 West Gude Drive, Suite 3200
Rockville, Maryland 20850

Phone: 301-279-3116
Fax: 240-314-2240
E-mail: accountspayable@mcpsmd.org