



STATE OF NEW HAMPSHIRE
STATE TREASURY
ACH ENROLLMENT FORM

NEW ENROLLMENT CHANGE DELETE

Vendor/Company Name

Taxpayer ID No. (TIN) EIN/FIN

Address:
City: State: Zip:
Email:
Telephone:

Vendor Contact: (contact for form questions)
Name Phone

Vendor Bank Information

Bank Name:
ABA Routing/Transit Number:
Bank Account Number:
Bank Account Type: (checking or savings)

Please include a voided check or check copy with this authorization (if applicable).

*For Bank Account Changes

Old Bank Account Number:
Old Account Type:

*This information is required for bank account changes.

Vendor Email Address for Remittances

Please provide one or more email addresses (up to 60 characters total) for where you would like payment remittances to be sent.

Email Address(es):

I (we) hereby authorize the State of New Hampshire (hereinafter called "The State") to initiate, change or cancel credit entries to the account and financial institution indicated on this form. I (we) acknowledge that the origination, change or cancellation of ACH transactions to my (our) account must comply with the provisions of United States law. This authorization is to remain in full force and effect until The State has received written notification from the Vendor/Company of its termination in such time and in such manner as to afford The State a reasonable opportunity to act on it.

Acknowledgement: State of, County of. On, before me, the undersigned officer, personally appeared the person named below, or satisfactorily proven to be the person whose name is signed below and acknowledged that s/he executed this document for the purposes herein contained.

[SEAL]

Signature of Vendor/Company Authorized Signor

Signature of Notary Public or Justice of the Peace

Print Name/Title

Please mail completed forms to:

Attn: Business Office
NH State Treasury
25 Capitol St., Rm 121
Concord, NH 03301

Vendor Number

ACH ENROLLMENT FORM INSTRUCTIONS

New Enrollments

1. Check the New Enrollment box at the top of the form. (Do not check if updating/changing information).
2. Enter the vendor/company name including any DBA (“Doing Business As”) names.
3. Enter the company Taxpayer Identification Number (TIN) or the Employer/Federal ID number.

Vendor Information

4. Enter the vendor/company address.
5. Enter the vendor/company email address.
6. Enter the vendor/company telephone number.

Vendor Contact

7. Enter a vendor/company contact name and phone number that Treasury may contact for form questions.

Vendor Bank Information

8. Enter the company’s bank name.
9. Enter the 9-digit ABA routing/transit number for the company’s bank.
10. Enter the company’s bank account number.
11. Enter the bank account type – checking or savings.
(For checking accounts, please include a voided check or check copy with the enrollment form).

Vendor Email Address for Remittances

12. Enter one or more email addresses for where the payment remittance should be sent (up to 60 characters in total). The remittance contains the payment details and is sent as a PDF attachment.

Notarized Signature

13. An authorized signor for the company must sign before a notary public.
14. Fill in the vendor number as assigned to the business by New Hampshire Purchase and Property.
15. Mail the completed form to the NH State Treasury at the address indicated on the form.

Changes or Updates to Information

1. Check the Change box at the top of the form.
2. Enter the vendor/company name including any DBA names.
3. Enter the company Taxpayer Identification Number (TIN) or the Employer/Federal ID number.
4. Enter a vendor/company contact name and phone number that Treasury may contact for form questions.
5. Enter only the information that is changing (bank account, email address etc.) Please Note: For changes to bank account information, the old bank account number and account type must be filled in.
(For checking accounts, please include a voided check or check copy with the enrollment form).
6. An authorized signor for the company must sign before a notary public.
7. Enter the vendor number assigned by NH Purchase and Property that the changes apply to.
8. Mail the completed form to the NH State Treasury at the address indicated on the form.

To Discontinue ACH Direct Deposit

1. Check the Delete box at the top of the form.
2. Enter your vendor/company name including any DBA names.
3. Enter your company Taxpayer Identification Number (TIN) or the Employer/Federal ID number.
4. Enter a vendor/company contact name and phone number that Treasury may contact for form questions.
5. Enter the company’s bank name and account information that the request applies to.
6. An authorized signor for the company must sign before a notary public.
7. Enter the vendor number assigned by NH Purchase and Property that the request applies to.
8. Mail the completed form to the NH State Treasury at the address indicated on the form.

Please note: If you do not know your state vendor number, please email the Bureau of Purchase and Property at prchweb@nh.gov or call 603-271-2201.

IMPORTANT! To protect your identity and financial information, please do not email this form. Only original, notarized enrollment forms will be accepted.

If you have questions, please contact the NH State Treasury Business Office at (603) 271-1142 (603) 271-2636.