

Heartland Community College ACH Payment Enrollment Form

*Last Update: Feb 18, 2026
Revision Date: Feb 18, 2026
Previous Versions Superseded*

*Please complete **all** sections of this form and ensure all information is legible.*

Enrollment Type:

Please select one option below.

New ACH Enrollment

Change to Existing ACH Information

Individual/Organizational Information:

Individual/Organization Name:	
HCC Employee ID:	
Remittance Address:	
Person of Contact: <i>*Required for vendor submissions. Not required for HCC employees.</i>	
Contact Phone Number:	
Contact Email:	
Remittance Email for Payment Notices:	
<i>This remittance email will be used for payment notifications only. For HCC employees, this does not affect your HR or payroll email information.</i>	

Banking Information:	
Enter information exactly as it appears on your bank records.	
Bank Name:	
Bank Address:	
Routing Number:	
Account Number:	
Account Type (select one):	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Required Documentation:
<p>Vendor Documentation Requirements</p> <p>Vendors must submit documentation that verifies business account ownership. Acceptable documentation includes:</p> <ul style="list-style-type: none"> • A voided business check, • A bank-issued deposit slip for the business account, or • A bank-issued account verification letter on official bank letterhead confirming the full legal business name, account number, routing number, and it must be signed or digitally authenticated by the issuing financial institution. <p><i>Documentation must reflect the exact legal business name associated with the banking account to ensure proper payment routing.</i></p> <p>Employee Documentation Requirements</p> <p>Employees must submit documentation that verifies personal account ownership. Acceptable documentation includes:</p> <ul style="list-style-type: none"> • A voided personal check, or • A bank-issued deposit slip that includes the employee’s name, routing number, and account number. <p><i>The name on the documentation must match the employee’s name listed above.</i></p> <p>This documentation is required to verify account ownership and ensure deposits are made accurately and securely.</p>

Documentation Standards

- Forms submitted without acceptable documentation **cannot** be processed. Screenshots, handwritten account information, and non-bank-issued documents are not accepted.
- Providing proper documentation helps reduce processing delays, minimizes back-and-forth communication, and aligns with audit best practices.

Optional Notes for Accounts Payable (If Applicable):

Use this space only to provide brief clarifying information (if needed) that may assist Accounts Payable in processing your ACH enrollment. Do not include banking numbers, screenshots, or sensitive documentation in this section.

Important Payment & Security Information:

Data Use & Security

- Banking information provided will be used solely for the purpose of issuing payments and will be safeguarded in accordance with Heartland Community College’s data-security policies.
- Heartland Community College will **never** request banking updates via email. Any request received by email asking for bank changes should be considered suspicious and reported immediately.
- Vendors and HCC employees should **never** include banking information in email communications under any circumstances.
- Heartland Community College will safeguard submitted documentation in accordance with institutional data-security standards; however, employees and vendors are responsible for using approved secure submission methods only.

Accuracy Responsibilities

- Ensure all banking information provided is accurate. Incorrect routing or account numbers may result in delayed or misdirected payments.
- Employees and vendors are responsible for ensuring their banking information remains current. You **must** notify Accounts Payable **immediately** if your banking information changes. Outdated or inactive accounts may result in payment delays.

Liability & Fees

- Heartland Community College is not responsible for deposits sent to an incorrect account if incorrect information was provided.
- Any fees assessed by a financial institution due to inaccurate information provided on this form are the responsibility of the employee or vendor.
- If a deposit is returned due to inaccurate information, reprocessing may take additional time.

Submission & Authorization Rules

- ACH banking information and updates must be submitted directly by the employee, vendor, or authorized organizational representative. Third-party submissions—including information from spouses, partners, or any individuals who are not authorized representatives—will not be accepted.
- To maintain strong internal controls, Heartland Community College reserves the right to verify or validate any requested changes prior to processing. Verification may include contacting the employee, vendor, or authorized representative using contact information already on file. Heartland Community College will not verify changes using new or unverified contact information submitted with the request.
- Updates to banking information may require additional processing time while verification is completed. Please plan accordingly when submitting changes.

Payment Processing Impacts

- If a deposit is rejected by your financial institution, payment processing may be delayed until updated information is provided.
- Processing time may vary if verification attempts are delayed or unsuccessful.
- Payment processing times may vary during College closures, holidays, or high-volume periods.
- Direct deposit enrollment may take one pay cycle to become active.

Retain for Your Records

- Retain a copy of this form for your records.

Processing Timeline

- Please allow 3-5 business days for processing after all required documentation is received.
- Incomplete forms or missing documents will delay setup.

Statement of Authorization

By signing below, I acknowledge that I have read and understand the “Important Payment & Security Information,” including the data-security, accuracy, verification, and submission requirements. I agree to comply with these requirements and authorize Heartland Community College to initiate ACH credit transactions to the bank account listed above for any payment owed to me or my organization, including payment for goods or services provided and employee reimbursement payments. I understand that this authorization will remain in effect until I submit written notice to cancel or update it. I further authorize Heartland Community College to verify any changes using the contact information on file.

Signature (Mandatory)

Signature	Date
-----------	------

To comply with our internal controls and audit standards, only forms with a wet (handwritten) signature or a digitally time-stamped signature will be accepted. Non-timestamped digital signatures cannot be processed. When a digital signature is applied, this PDF is locked to preserve document integrity and cannot be edited or updated. Any changes will require completion of a new, unsigned version of the form.

Examples of accepted digital signatures include DocuSign, Adobe Sign, and similar services that apply an automatic timestamp.

Return Instructions

Completed forms may be returned by postal mail or, preferably, through our secure ShareFile link. Forms submitted by postal mail may add additional business days for receipt and processing. For security purposes, **do not** email forms, photos, or screenshots containing banking information. Email is not a secure method of transmission and may result in delays or rejection of your form.

Return Mailing Address:

Heartland Community College
 Attn: Business Office – ACH Authorization
 1500 W. Raab Rd.
 Normal, IL 61761

Secure Upload (Preferred):

- [Vendor ACH Authorization Form Submissions](#)
- [Employee ACH Authorization Form Submissions](#)

This link is also included in the email accompanying this form.

Questions?

If you have any questions or need assistance, please contact:

Heartland Community College – Accounts Payable
 Phone: 309-268-8144
 Email: AccountsPayable@Heartland.edu

We appreciate your cooperation in helping streamline and secure our payment process!

For Office Use Only

Date Received:			
Approved By:		Date Approved:	