



Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 202-100
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Electronic Funds Transfer Authorization Form

Dear Supplier:

We are very excited to provide you with the opportunity to participate in electronic funds transfer (EFT). This will allow your organization to receive invoice payments directly into your bank account. An email notification (also referred to as “remittance advice”) will be sent to the designated email address once the invoice has been processed for payment. The remittance advice will provide the necessary information to identify the payment details, i.e., the invoice number and date, invoice amount, payment date and payment amount.

Please complete the attached EFT Authorization Form and return by email or mail it to IMS:

- | | | |
|---|----|--|
| 1) Preferred: Electronically
email the completed form to:
Vendor.maint@jpl.nasa.gov | OR | 2) Mail the form to:
Jet Propulsion Laboratory
Invoice Management Section
Mail Stop 202-100
4800 Oak Grove Drive
Pasadena, CA 91109 |
|---|----|--|

Once JPL has received the completed form, it may take approximately two weeks to verify your company’s bank account and routing number before the service is implemented. If JPL does not receive a completed EFT Authorization Form, your payments will continue to be processed and paid by check.

JPL is looking forward to providing your company with the best possible customer service.

If you have additional questions about the EFT process, please contact Vendor Maintenance customer service via email at Vendor.maint@jpl.nasa.gov.



AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I, _____, Title: _____
 hereby authorize the California Institute of Technology and the Jet Propulsion Laboratory to deposit payments due or to become due into the following account with the below named bank.

Name (As shown on the account): _____

Address: _____

Phone Number: _____

JPL Vendor Number: (If Known) _____

Email Address: (For Remittance Advice) _____

Name of Financial Institution: _____

Account Number: _____

Bank's ACH Routing Number: _____

I understand and acknowledge that if the name on the electronic funds transfer (EFT) account is different than as shown on the Caltech-JPL Vendor Master File and as stated above, the financial institution's procedures may cause a delay in the crediting of said account with my payments, and I hereby expressly relieve Caltech-JPL of any liability I may incur because of a delay caused by the application of a financial institution's procedures and I agree to hold Caltech-JPL harmless.

I further acknowledge and understand that I must take all steps necessary to change or revoke this EFT authorization in the event I desire to change or revoke this authorization. I understand that any change or revocation must be given to Caltech-JPL at least 30 days prior to the desired effective date of such change or revocation.

I understand and acknowledge that upon the effective date of termination of the JPL contract/purchase order/Agreement, for any reason, from Caltech-JPL this authorization for EFT shall be deemed terminated and that the provisions of the California Code, relating to payment of vendors termination of services, shall apply.

Date	Name of Company as it appears on JPL Subcontract or Purchase Order/BPA
Phone Number	Print Name and Title of Authorizing Person
Email Address	Signature of Authorizing Person