



## Supplier ACH and Remittance Information

Instructions: **Complete all information in the space provided and email form to**

[ggifford@boisechamber.org](mailto:ggifford@boisechamber.org)

### Supplier Remittance Information

Supplier Name:

Address:

City:

State:  Zip:

### ACH Information

ACH Contact Name:

ACH Contact Phone Number:

Email to Receive ACH Notices:

Bank Name:

Bank Address:

Bank Phone Number:

ACH Routing Number:

ACH Account Number:

Account Type:  Checking  Savings

Account name (If different  
from supplier name):

## Electronic Payment Terms and Conditions

The undersigned ("Payee") authorizes Boise Metro Chamber of Commerce and its affiliated companies ("Boise Metro Chamber") to make payments through electronic funds transfer.

In connection with electronic funds transfers, the Payee agrees as to the following terms and conditions ("Agreement"):

1. Each party will take the necessary steps, at its own expense, to facilitate the introduction of normal business transactions and related communication requirements in an electronic format.
2. Payee reserves the right to change its bank, payment format and other system parameters upon thirty (30) days prior written notice to Boise Metro Chamber.
3. Boise Metro Chamber shall not be deemed in default or suffer any loss of discount, interest changes, other penalty, or contingent liability by reason of the failure of Payee or Payee's bank, or any other difficulty related to the electronic transmission, or from obsolete or incorrect banking information.
4. Electronic funds transfers will be deemed to have been made when the Payee's depository institution receives or has control of the payment. Boise Metro Chamber shall not be responsible for any loss of payment following the point at which the Payee's financial institution has control of the payment.
5. In the event of an overpayment, duplicate payment, fraudulent payment, or payment made in error, Payee will promptly return the funds to Boise Metro Chamber within 5 days after Payee is notified.
6. Boise Metro Chamber shall not be liable for the acts or omissions of any ACH operator, financial institution, or any other person.
7. In the event of any questions or errors relating to this Agreement, Payee should contact the accounts payable office at [ggifford@boisechamber.org](mailto:ggifford@boisechamber.org).
8. This Agreement may be terminated upon fifteen (15) days prior written notice to Boise Metro Chamber. Notwithstanding such termination, this Agreement shall remain in force and effect as to all entries which have occurred prior to the date of termination.
9. This Agreement shall be interpreted and the rights and obligations of the parties shall be determined in accordance with the laws of the State of Idaho.
10. The signature of the individual signing documents related to these terms and conditions on behalf of the Payee is considered to be a certification that the signatory is an owner or officer of the Payee or an employee who has been authorized, in writing, to act as agent, on behalf of the Payee.
11. Payee acknowledges and accepts Boise Metro Chamber's terms and conditions as stated in this document.

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Name of Authorized Agent

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Title or Position

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Authorized Signature

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Date