



ACH PAYMENT GUIDELINES

POLICY

The Archdiocese of Miami Finance Office provides guidelines for transactions between requesting parties and the Accounts Payable Office to support timely, accurate, secure and efficient services.

PROCEDURE

For timely and efficient processing of ACH Payments:

1. An ACH enrollment form (Form #FIN-22) must be completed once per vendor.
2. Visual confirmation (in person or by video) is required. A call will be made by the entity's Finance office to the authorized person to do the visual confirmation (by Facetime, SKYPE, Teams or equivalent).
3. Invoices and/or other supporting documentation must be submitted to accounts payable office per Account payables Guidelines.
4. All documentation must be signed and dated by the person authorized to request the payment. The documentation must include account description and account number where payment is to be charged.
5. All ACH enrollment requests will have a minimum 24-hour hold. In that time period all documentation will be reviewed, the confirmation video call (or in-person) will be made.
6. Once ACH enrollment form is approved all payments to that vendor will be issued to the account on file.
7. If there is any change to banking information by the vendor, the process will have to be done again and approved.
8. Any requests for exceptions to the guidelines above must be approved by Pastor, Administrator, COO or CFO.

Initial: April 30, 2024
Current: April 30, 2024