



LECO Corporation strives to continuously improve operating processes and relationships with our suppliers. Part of this ongoing initiative is to improve the efficiency of our payment processes by converting supplier payments from manual paper checks to electronic payments. Electronic Automated Clearing House (ACH) payments provide several benefits to our suppliers, including quicker payments.

- ACH payments can be credited to your account in less than two business days. Payments made by check can take 7-10 days to be received through the postal service.
- Banks do not hold ACH payments unlike the checks you deposit. Your funds are available as soon as the ACH payment is credited to your account.

**Other benefits include:**

- Reduced waste by eliminating the need for paper checks.
- ACH payments cannot be lost in the mail or delayed due to a forwarded address.
- Receive notification and remittance advice for each ACH payment via email.
- Reduced operating costs through the elimination of paper check handling and check depositing.
- Elimination of the possibility of stolen checks and related charges.

**Establishing ACH Payment is Easy!**

- Complete and submit the form on the next page, along with:
  - A VOIDED check
  - A letter from your bank (on bank letterhead) confirming submitted banking information is correct.

Once the information on the form is verified, it may take up to 14 days before you begin seeing payments deposited directly into your account at your financial institution.

If you change financial institutions or account numbers at any time, please contact us so we can update your ACH payment information.

We appreciate your cooperation in making this a successful initiative, and we thank you in advance for your participation and continued support! As a reminder, please be aware of the following invoice guidelines:

- Invoices should be emailed to [ap@leco.com](mailto:ap@leco.com) in PDF format.
- Invoices must contain a valid LECO Purchase Order Number with pricing and quantities matching those on the PO.
- All invoices will be paid under standard Net 60 day terms, unless there is a negotiated discount or special term agreed upon in advance.

If you have questions or need assistance, please feel free to contact Tom Blank, Director of Purchasing ([tom\\_blank@leco.com](mailto:tom_blank@leco.com)) or Scott Lehman, Corporate Credit Manager ([scott\\_lehman@leco.com](mailto:scott_lehman@leco.com)).



# Electronic Automated Clearing House (ACH) Payments Enrollment Form

Please submit completed form to: [ap@leco.com](mailto:ap@leco.com)

## Supplier Information

Legal Entity Name (as listed on line of W9):

Doing Business As Name (if different from legal entity name):

Tax ID (EIN OR SSN):

D&B number:

All US vendors are required to provide a W-9 on the most current IRS form to support their tax identification number. <http://www.irs.gov/pub/irs-pdf/fw9.pdf> This link will take you directly to the IRS website and the W-9 form.

Physical Address \*\*\*Clearly label Company, Suite, Unit, Building, Floor, PO BOX, In Care Of or Attention if applicable.

City:

State:

Zip Code:

Remit to Address (Clearly label Company, Suite, Unit, Building, Floor, PO BOX, In Care Of or Attention if applicable.)

Remit to City:

Remit to State:

Remit to Zip Code:

## ACH Details

### Bank Details

Bank Name:

Bank Street Address:

Bank City/State/Zip:

### Account Information

New ABA (Routing #):

Bank Account #:

Account Type: **DA-Demand/Checking Account**

Currency: **USD-United States Dollar**

Email Address (Used to send remittance detail; Remittance detail will be sent in Excel format):

In the Interim, where should payments be sent?:

Form Completed By:

Date Signed:

SIGNATURE AUTHORIZING ACH ENROLLMENT/CHANGE: BY TYPING YOUR NAME INTO THE SIGNATURE AUTHORIZING ACH ENROLLMENT/CHANGE FIELD WILL BE CONSIDERED THE ACT OF ELECTRONICALLY SIGNING THIS FORM. THIS ACT AUTHORIZES THE BANKING INFORMATION PROVIDED TO MAKE PAYMENTS FOR GOODS AND SERVICES VIA ELECTRONIC FUNDS TRANSFER TO THE ACCOUNT PROVIDED. YOUR SIGNATURE AUTHORIZES LECO CORPORATION TO CREDIT THE ABOVE AMOUNT AND, IF NECESSARY, TO DEBIT SAME ACCOUNT IN THE EVENT OF OVERPAYMENT IN ERROR. THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL LECO CORPORATION HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD LECO CORPORATION AND DEPOSITORY FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT ON IT.