



## GUAM WATERWORKS AUTHORITY

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagåtña, Guam 96932

Tel. No. (671) 300-6870 Fax No. (671) 646-2594

### Vendor Electronic Payment Enrollment Form

Signing up for electronic payments provide faster payments and saves you time. This form will be used to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

- ACH or Wire payments can be credited to your account in less than three business days.
- Funds are available as soon as the payment is credited to your account.
- Please complete all fields where applicable. Incomplete forms may delay payment processing.

#### VENDOR INFORMATION:

Legal Business Name: (as it appears on IRS W-9 or W-8, business license or foreign registration document)	
DBA / Trade Name (if applicable):	
Mailing Address:	
City / State / Zip / Country:	
Physical Address: (if different from mailing)	
City / State / Zip / Country:	
Contact Name and Title:	
Phone Number:	
Email Address (for remittance advice):	
Taxpayer Identification Number (TIN) / EIN:	

#### PAYMENT METHOD SELECTION:

- ☐ Domestic ACH (U.S. Bank)      ☐ International Wire Transfer – USD only (SWIFT/IBAN required)

#### VENDOR BANKING INFORMATION:

Bank Account Name (as it appears on the bank account):	
Bank Name:	
Bank Address (physical):	
City / State / Zip / Country:	
Routing Number (For ACH - 9 digits):	
Account Number:	
Account Type (check one):	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>FOR INTERNATIONAL WIRE TRANSFERS</b>	
SWIFT/BIC Code (8 or 11 characters – letters & numbers, no spaces):	
IBAN / Account Number (15 to 34 alphanumeric characters, no space)	
Intermediary Bank (if applicable):	
Intermediary Bank Address (physical):	
City / State / Zip / Country:	
Intermediary Bank Wire Routing Number:	
Currency to receive:	USD – U.S. Dollar (no other currencies accepted)*

\*Note: GWA will only remit international wire transfers in USD. Vendor's bank must be able to receive and credit USD funds without conversion. Any conversion fees or charges imposed by intermediary or receiving banks are the responsibility of the vendor.

#### Bank Account Name Verification – Exceptions and Required Documentation

GWA's standard practice is to require that the bank account name match the vendor's legal business name on file. If the Bank Account Name differs (e.g., due to a DBA, subsidiary or parent-company account) please explain the relationship and provide supporting legal documentation before payments can be

processed. Acceptable documentation includes, but is not limited to the following. Please check appropriate box and attach documents.

- ☐ Business license showing DBA
- ☐ Certificate of assumed/fictitious name
- ☐ Articles of organization/incorporation
- ☐ Bank letter confirming account held for benefit of vendor
- ☐ Corporate resolution/parent company authorization

Explanation:


#### Authorization, Certification and Pre-Note Testing

I hereby authorize Guam Waterworks Authority (GWA) to initiate credit entries to the account indicated above for payment of invoices, and, if necessary, debit entries and adjustments for any credit entries made in error.

I further authorize GWA to send a pre-note (zero-dollar test transaction) to my account prior to the first live payment to verify account information. I understand that payments will not be released until pre-note verification is successful.

This authorization will remain in effect until I provide written notice of change or cancellation to GWA, allowing reasonable time for processing.

#### Certification of Authority:

By signing below, I certify and attest that I am duly authorized to execute this form on behalf of the vendor named herein, and that all information provided is true, correct and complete to the best of my knowledge. I understand that providing false or misleading information may result in payment delays, termination of electronic payment privileges and/or other remedies available to GWA.

Vendor Name:	
Authorized Representative Name and Title:	
Signature:	
Date:	

#### Fraud Prevention and Verification

- Vendor must notify GWA immediately of any changes to banking information
- All changes must be submitted in writing on the appropriate form, signed by an authorized representative and accompanied by updated bank verification.
- GWA reserves the right to verbally verify changes using existing contact information on file before processing.

#### FOR ACCOUNTS PAYABLE USE ONLY

Vendor ID:	
Date received:	
Verified by (Name and initials):	
Verification Method:	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> In-person
Name Mismatch Documentation Verified?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Pre-Note Sent Date:	
Pre-Note Verified Date:	
First Live Payment Date:	
A/P Processor Signature:	
Approved by:	
Date Entered in System:	