



MONTEREY BAY AQUARIUM RESEARCH INSTITUTE

Dear Accounts Receivable:

The Monterey Bay Aquarium Research Institute is pleased to offer ACH payment processing for our vendors. Payments by ACH (Automated Clearing House) deposited directly to your bank account will eliminate the possibility of lost checks or check fraud, as well as reduce the usage of paper providing a beneficial impact on the environment. Remittance advices will be sent via email.

If you would prefer to be paid by ACH, please fill out the Vendor ACH Information below and return to us at your earliest convenience.

MBARI

Attn: Accounts Payable

7700 Sandholdt Road

Moss Landing, CA 95039

Email: accountspayable@mbari.org

Phone: (831) 775-2022

Fax: (831) 775-1630

If you have any questions, please contact Judy Nelson at (831) 775-1760 or judy@mbari.org.
Thank you for your cooperation in this matter.

Sincerely,

Karen Lash

Accounting Operations Manager

VENDOR ACH INFORMATION

Vendor Name:		
Bank Name:		
Bank Routing Number:		
Bank Account Number:		
Bank Account Type:	Checking: ☐	Savings: ☐
Remittance Email Address:		

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

Phone Number: _____