

National Grid ACH Payment Authorization

Overview

National Grid USA and its affiliated companies pay its suppliers using Automated Clearing House (ACH), an electronic funds transfer (EFT) process.

You will incur the following benefits by using ACH:

- Increased efficiencies in your accounts receivable process
- Elimination of processing delays at the bank
- Enhanced cash flow management
- Elimination of all postal service concerns
- Increased remittance information

Becoming a participant in the ACH option is very simple. To start the process, complete the ***National Grid USA-ACH Payment Authorization Form***. The information provided is very important, and any change in the information provided must be communicated to National Grid's Accounts Payable Department in writing by one of your authorized representatives. We must have original signatures on file in order to begin or change an ACH transmission.

By completing the ACH Authorization form, you are agreeing to the following:

- You have contacted your financial banking institution and they can process ACH files with the Federal Reserve.
- National Grid will not be responsible for any loss, which may arise by reason of error, mistake or fraud in your provision of this information.
- We transmit funds only on a banking day. If for some reason, we initiate payment on a non-banking day, the funds transfer will occur on the next banking day. A banking day is defined as the day on which our bank and your bank are available to send and receive fund transfers.
- We are responsible up to the point where your financial institution receives or has control of the transaction. Any loss resulting thereafter will be your responsibility unless such loss is solely due to negligence on our part or on the part of our originating bank. You should notify us immediately if payment is not received.

Once you have submitted your ACH Authorization form to National Grid as directed:

- Please allow two weeks from receipt of your completed form for your banking information to be established in our system.
- You will receive a letter confirming your enrollment in ACH.
- Your ACH payments will take effect on the first invoice after receiving your confirmation of enrollment.

Also, please note, if you have multiple subsidiaries/locations we do business with and do not have central billing, please let us know so we can establish ACH with those locations as well.

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Frequently Asked Questions

Q: What does ACH stand for?

A: Automated Clearing House.

Q: What is the definition of ACH?

A: A nationwide electronic funds transfer network which enables participating financial institutions to distribute electronic credit and debit entries to bank accounts and to settle such entries.

Q: What will I have to do differently if I enroll?

A: Nothing. Your current method of invoicing and submitting purchase orders will remain the same.

Q: What will change?

A: You will receive electronic payments directly to your bank account as opposed to receiving hardcopy checks from us in the mail. It is comparable to receiving a direct deposit as opposed to a check you have to deposit yourself.

Q: How will I know when the electronic payment has been made?

A: You will receive an email prior to the transfer, which will include your supplier name, supplier number, date the transfer will take place, total amount of payment, invoice numbers, dates, and amounts, and if applicable, purchase order numbers, dates and amounts.

Q: What do I need to enroll?

A: All you need is your taxpayer ID number and bank checking account and routing number. Additionally, it helps for us to have on file contact information for your contact person at your banking institution.

Q: What if I do not want to enroll in ACH with National Grid?

A: While we find that electronic payment is easier, faster, and more efficient than sending hardcopy checks for us as well as our suppliers, you are in no way required to enroll.