



COUNTY OF CHESTER OFFICE OF THE CONTROLLER

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NORMAN MACQUEEN
Controller

Policy Statement

- It is the Vendor's responsibility to notify the county of any changes to Banking information.
- A Vendor choosing to be an ACH Vendor will receive all scheduled Payments as ACH Payments.
- ACH Payments will be deposited into only one(1) Bank Account
- The Weekly Pay-Cycle is processed on Tuesday of every week. Vendors can expect their payments to be available the day following the receipt of all required approvals for the payments being issued. This usually means that payments will be available on Wednesday.
- In the case of a rejected ACH transaction due to incorrect banking information: Payment will be void and reissued as a Check until banking information is corrected. The replacement check for a rejected ACH transaction will be on the next scheduled Pay-Cycle. There will be no manual checks issued for rejected ACH transactions.
- County reserves the right to terminate ACH Payments to Vendors as needed and at the County's discretion.
- County reserves the right to revise the ACH Policy and Procedures as needed.