To: Our Valued Suppliers/Vendors

Attention:  Accounts Receivable Department

We are happy to announce that we now have the capability to pay Alaska Railroad Corporation (ARRC) vendors electronically using the Federal Reserve Automated Clearing House system (ACH). Our electronic payment program allows us to deposit payments for your invoices directly into your company's designated bank account, thereby eliminating bank clearing delays and lost, stolen or delayed checks as a result of uncertain mail delivery. We would like to encourage you to sign up to receive your ARRC payments through the electronic payment process. This service is provided at no cost to you.

Please note the ARRC can only make electronic payments within the US.

Complete the following steps to begin receiving electronic payments:

1. Complete the enclosed Electronic Payment Agreement Form.
2. Fax the completed Electronic Payment Agreement Form via our secure fax number (907) 265-2517 or, if you prefer, mail your Electronic Payment Agreement Form to:
   Alaska Railroad Corporation
   Attn:  Accounts Payable
   PO Box 107500
   Anchorage, AK  99510-7500

When properly executed, this authorization will become effective immediately after its receipt by the ARRC.

A list of "frequently asked questions" regarding ACH and the ARRC electronic payment program is on the other side of this letter to further describe the program.

We value your support as a supplier/vendor and are confident that our electronic payment program will provide you with a more direct and secure method of payment.

Sincerely,

Michelle Maddox
Assistant Controller/Payroll & Accounts Payable
Frequently Asked Questions

How will I know when a payment has been made?
- You will be notified by email. The notification will include the date the payment will be deposited to your bank account, an itemized list of invoices and amount paid, and the total paid amount. It will also include your contact information that we have on file, the last four digits of your bank account number, and ARRC contact information.
- In addition, we submit CTX information to the bank. If you currently receive remittance advice from your bank, we suggest you contact your bank directly to ensure that they will be able to provide the remittance information to you in a usable format.

When will I start receiving my payments electronically?
- You should begin receiving your payments electronically approximately 14 to 21 days after you return your Electronic Payment Agreement form. Upon receiving the form, the ARRC first sends a zero dollar test transmission to verify the accuracy of bank account information before “live” payments are sent. Depending on your bank, you may or may not be notified that this test was processed.

Where do I find the Routing Transit Number (RTN)?
- For a checking account, you can find this number on the bottom left of your check as a 9-digit number directly to the left of your account number. This number does not appear on a savings deposit slip. If you would like your payments deposited into your savings account, call your bank to obtain the RTN.

How do I change bank accounts?
- Complete a new Electronic Payment Agreement Form, selecting the “change” option and mail or fax to the ARRC. The change will become effective on the next payment cycle following ARRC’s receipt of the form.

How do I close my account or stop participating in the electronic program?
- Complete a new Electronic Payment Agreement Form, selecting the “terminate” option or write a short letter requesting the stop in electronic payments and mail or fax to the ARRC. The termination will become effective on the next payment cycle following ARRC’s receipt of the form or letter.

Why is the ARRC asking for SSN/EIN (tax identification number)?
- The ARRC is using the information to update our Accounts Payable vendor files, for 1099 tax reporting purposes.

Who can I contact if I have questions?
Julie Myers-Foster at (907) 265-2545, email myersfosterj@akrr.com
Amber Becker at (907) 265-2653, email beckera@akrr.com
Michelle Maddox at (907) 265-2664, email maddoxm@akrr.com
Alaska Railroad Corporation
Electronic Payment Agreement Form

Supplier Information

**Please fill in required fields designated with asterisks.

**Legal Name: ______________________________________________________________

Business Name (if different than legal name): _______________________________________

**SSN/EIN (Tax identification number): _________________________________________

Business type:
 Individual/Sole proprietor   Corporation   Partnership
 Limited Liability Company, enter classification ___ (C=Corporation, P=Partnership)

**Address: __________________________________________________________________

**City: __________________________  **State: __________________  **Zip: ______________

**Phone: ___________________________   Fax: ________________________________

**Email: ____________________________________________________________________

**Contact Name: _____________________________________________________________

(Payment notification will be sent by email)

Bank Account Information

**Is this an:   Enroll?   Change?   Terminate?

**Financial Institution Name: __________________________________________________

**Nine Digit Routing Transit Number (RTN): ___ ___ ___ ___ ___ ___ ___ ___ ___

**Account Number: __________________________________________

**Check one:   Checking (Attach a voided check)
 Savings (Attach a deposit slip, if possible, for verification.)

Supplier hereby authorizes the Alaska Railroad Corporation (ARRC) to issue payments to Supplier by making electronic
deposits to the account indicated above. Supplier understands that receipt of the electronic fund transfer(s) will fulfill
ARRC’s payment obligation and that ARRC will be credited for the full amount on the date the fund transfer is completed.
Supplier also authorizes ARRC to initiate debit entries and adjustments for any credit entries made in error to this account.
Supplier understands that ARRC will make a reasonable effort to notify Supplier within 24 hours if a debit entry or
adjustment is made against this account. Supplier understands that it must give ARRC timely advance written notice if it
wishes to change financial institutions, account numbers, type of account, or terminate this agreement. All correspondence
with ARRC concerning this agreement or any changes to account information should be sent to the
address or fax number at the top of this form. All terms stated herein remain in effect until this agreement is terminated by
either party. By signing below, I represent that I am an authorized representative of the Supplier named above and that
all information provided and statements herein are true and correct.

**Signature: ____________________________________  **Date: ______________________

**Printed Name: _________________________________  **Title: ______________________

RETURN THIS FORM TO:
Alaska Railroad Corporation
Attn: Accounts Payable
PO Box 107500
Anchorage AK 99510-7500

or
Fax to (907) 265-2517

Vendor #: __________