



## Requesting a Micro-Grant Reimbursement?

*Consider ACH!*

### **What is ACH?**

ACH payments are electronic payments made through the **A**utomated **C**learing **H**ouse network, a secure system for clearing electronic payments between banks. Direct deposit is an example of an ACH transaction.

### **How does ACH work for micro-grant reimbursement?**

The YoungStar Micro-Grant Program is able to pay reimbursements electronically via ACH from Bill.com. Payments are deposited directly into a program's bank account instead of being sent by check through the mail.



### **How does ACH benefit my program?**

Electronic payments are faster, because they do not rely on the mail. Programs electing to receive their reimbursement payment via ACH may receive their reimbursement up to one week sooner!

Using ePayments also helps reduce errors, saves valuable resources, and provides much greater security than with paper checks.

### **Is it safe to request my micro-grant reimbursement via ACH?**

Reimbursements via ACH are very secure! Your information will be only be stored with Bill.com in a free, encrypted account set up and maintained only by you. The YoungStar Micro-Grant Program will never have access to your banking information.

### **How do I request reimbursement payments via ACH?**

When you complete your YoungStar Micro-Grant Purchase Plan, select the box requesting ACH payment and provide a valid email address.

**By signing this, I am committing to active participation in the full minimum hours of onsite technical assistance available to me (exception available for accredited programs).**

Program Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Technical Consultant Signature \_\_\_\_\_ Date \_\_\_\_\_

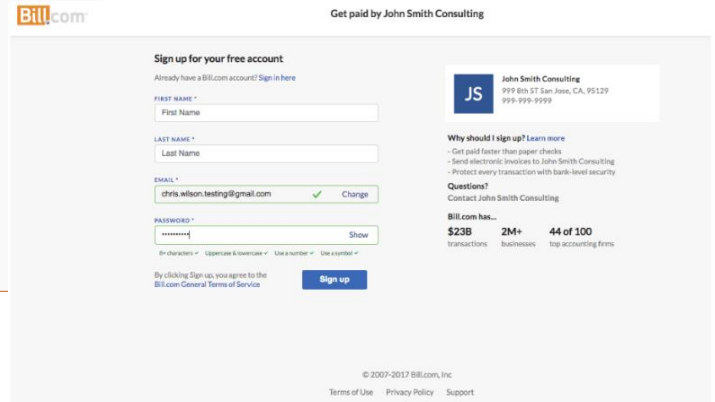
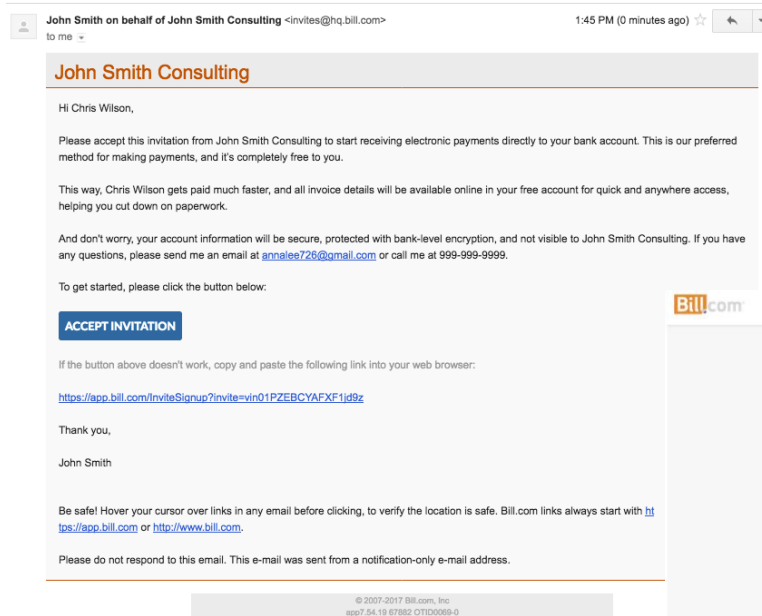
I would like to receive reimbursement via ACH. Email address: \_\_\_\_\_

\*Please retain a copy of this and all other documents for your records.

You will be sent an email invitation with a link to sign up for your free account with Bill.com.

Once you receive this email, click “accept invitation.” You will be directed to account setup with Bill.com.

There, you will provide your bank account information and routing number, which will be encrypted by Bill.com and never seen by micro-grant staff.



When you submit your Check Request and documentation for reimbursement, let us know you are set up for ACH, and the money will be deposited directly into your bank account by Bill.com.

I have been informed that my reimbursement check will come from Bill.com and that I may receive a confirmation email that my check is being processed.

**OR**

I would like to receive reimbursement via ACH. I have set up my free receivables account with Bill.com.

Program Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Please keep a copy of this form and all supporting documents for your records.*

**For additional information, contact your Technical Consultant or the Micro-Grant Program:**



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