

# Action Requested

Dear Valued Vendor:

As a key vendor of George & Lynch, Inc., we would like to begin paying you using ACH instead of by check or other payment methods. Our goal is to improve process efficiency and working capital management, as well as reduce the cost of processing check transactions.

Specific benefits you may experience when you accept payment by ACH:

- Accelerated payment and improved cash flow
- Reduced paperwork and streamlined accounts receivables process
- Real-time notifications for each payment
- Complete remittance detail to support efficient receivables posting

## How it Works:

Upon enrolling, you will receive an automated remittance email for each payment. The account below will receive an ACH payment within a day or two of receiving the email.

## To Enroll:

To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to [vendorpayments@geolyn.com](mailto:vendorpayments@geolyn.com) or mail to 150 Lafferty Lane Dover, DE 19901 Attn. Sharon Brown. The contact name below will be used to verify any changes to your account information in the future.

Bank Name:	
Routing Number:	
Account Number:	
Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email:	

Please contact Sharon Brown at 302-736-3031 ext. 305 or by email at [sbrown@geolyn.com](mailto:sbrown@geolyn.com) with questions or for further assistance.

Sincerely,

Sharon Brown  
Accounts Payable Manager