WHICH FORMS SHOULD I COMPLETE?

The payer(s) require EFT Enrollment to retrieve ERA files.

- **ELECTRONIC PAYMENT ENROLLMENT FORM (page 2-3)**
  - o **You must attach a voided check or bank letter**

WHERE SHOULD I SEND THE FORM(S)?

Email encrypted to: accountspayable@meritagemed.com with email subject ***secure* Electronic Payment Enrollment**

WHAT IS THE TURNAROUND TIME?

- Standard Processing Time can take up to 30 business days.

HOW DO I CHECK STATUS?

If you have any questions regarding the EFT / ERA enrollment process, contact the payer by email at accountspayable@meritagemed.com

ELECTRONIC PAYMENT ENROLLMENT FORM

*Required Fields

PAYEE INFORMATION (Supplier, Organization, Provider)

*Name: _____

*Street Address: _____

Apt, Unit, Suite: _____

*City: _____   **State:** _____   **Zip Code:** _____

Email address: _____

*Tax ID Number: _____

(must match W-9 information)

BANK INFORMATION

*Bank Name: _____

*ABA Number: _____

(Routing number or transit number)

*Account Number: _____

*Type of Account: Checking   Savings   _____

Street Address: _____

Apt, Unit, Suite: _____

City: _____   **State:** _____   **Zip Code:** _____

COMPLETED BY

*Name: _____

*Title or Position: _____

*Email address: _____

*Phone Number: _____

By signing below, I certify that:

- I am an authorized signer on the bank account listed above or officer of the named payee above
- the bank information provided above is associated with the named payee above
- I opt to retrieve ERAs (Electronic Remittance Advice) for our explanation of benefits (EOB)
- I will create or have created an account with Office Ally to retrieve the named payee's ERA (EOB)

_____   _____

Signature   Date

PLEASE SUBMIT COMPLETED FORM WITH VOIDED CHECK OR BANK CONFIRMATION LETTER VIA: EMAIL: accountspayable@meritagemed.com ENCRYPTED EMAIL: enter in email subject *secure* Electronic Payment Enrollment FAX: ATTENTION: ACCOUNTS PAYABLE 415-883-7127

ACCOUNTING USE ONLY	
Micro Entries completed by/date:	ERP Vendor Updated by/date:
Claims Vendor Updated by/date:	ACH Third Party Created by/date: