



## ACH VENDOR PAYMENT AUTHORIZATION FORM

This form is used for electronic payments processed through the Automated Clearing House (ACH). Norfolk Southern Corporation (NS) uses this information to transmit payment data electronically to your financial institution. Failure to provide the requested information may delay or prevent the receipt of payment through ACH. Additionally, NS uses third-party bank validations to verify account ownership. Bank validation failures require a callback confirmation and additional documentation such as a voided check or signed bank letter confirming your account.

Both sections below must be completed by vendor.

### VENDOR INFORMATION:

\*NS ISSUED VENDOR NUMBER (existing vendors only): \_\_\_\_\_  
(Can be found on prior payment remittances)

\*VENDOR NAME: \_\_\_\_\_  
(Vendor Name must be an exact match to what is listed on your W-9)

\*REMITTANCE ADDRESS: \_\_\_\_\_

\*REMITTANCE CITY: \_\_\_\_\_ REMITTANCE STATE: \_\_\_\_\_ REMITTANCE ZIPCODE: \_\_\_\_\_

\*REMITTANCE CONTACT NAME: \_\_\_\_\_ \*REMITTANCE CONTACT PHONE #: \_\_\_\_\_

\*REMITTANCE CONTACT EMAIL: \_\_\_\_\_

\*CONVENIENT DAY(S) AND TIME(S) FOR CALLBACK \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED BY (PRINT NAME): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FINANCIAL INSTITUTION INFORMATION:

\*REQUEST TYPE: ☐ NEW ACH SETUP ☐ UPDATE EXISTING ACH

\*BANK NAME: \_\_\_\_\_

\* (9) DIGIT ROUTING NUMBER: \_\_\_\_\_

\*DEPOSITOR ACCOUNT NUMBER: \_\_\_\_\_

\*ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS

\*REMITTANCE DETAIL (CHOOSE ONLY ONE):

☐ SENT BY VENDOR BANK THROUGH THE METHOD(S) SELECTED (KNOWN AS CTX).

☐ SENT BY NORFOLK SOUTHERN EMAIL (KNOWN AS CCD+).

YOUR NAME  
1234 Main Street  
Anywhere, OH 00000

DATE \_\_\_\_\_ 123

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

12044072324 12000123456789 123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

Questions regarding this form should be directed to the Accounts Payable Department via  
[APElectronicPayments@nscorp.com](mailto:APElectronicPayments@nscorp.com)

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