



Vendor ACH Information Sheet

American Samoa Government – Department of Treasury

ASG Treasury is excited to offer vendor ACH services to ASG departments/agencies and the private sector.

What does ACH mean? ACH stands for Automated Clearing House, also known as direct payments. ASG Treasury can now transfer money from one bank account to another without using paper checks or wire transfers.

How can my business enroll for ACH? Fill out the VENDOR ACH FORM completely. Please make certain your banking information is legible. ASG Treasury also requires a cover letter on your company's letterhead to accompany your VENDOR ACH FORM. The letter must confirm your information on the VENDOR ACH FORM is correct. You may scan and email your completed form/letter to vendor.ach@tr.as.gov.

My bank is a foreign (non-US) bank. Can I still enroll my business for ACH? Unfortunately, ASG Treasury's finance system cannot process ACH for foreign or non-US banks. We can, however, process wire transfers. Notify the government department you are doing business with that you would prefer wire payments. It is a \$30 dollar fee for a wire transfer. ASG Treasury deducts the fee from your payment.

I am not a business. Can I still enroll for ACH? Yes. Fill out the VENDOR ACH FORM completely. Instead of a TIN/EIN number, use your SSN. Please make certain your banking information is legible. ASG Treasury also requires a copy of your bank statement or canceled check to verify your banking information. You may scan and email your completed form/banking document to vendor.ach@tr.as.gov.

How does ASG Treasury ACH work? Once ASG Treasury receives your completed VENDOR ACH FORM, we will input your banking information into our finance system under your name and vendor ID number. If your voucher is on the local or grants check run, you will receive an email notification that your payment will be deposited into your bank account in 2-3 business days. It's that simple!

What if I receive the email notification but after 2-3 days, I still did not receive my direct payment? In such circumstances, you must contact ASG Treasury immediately at either vendor.ach@tr.as.gov or at 633-4155. ASG Treasury can trace your payment to find out what happened. Most times payments are returned back to ASG Treasury.

I don't have a scanner. Where can I drop off my form and supporting documents? You may drop off your VENDOR ACH FORM and supporting documents with the Disbursing Manager at the Disbursing window on the first floor of the AP Lutali Building.

I see I can also receive my purchase orders electronically? This feature will be coming soon in 2022. At the moment we are collecting this information. You will be emailed when this feature becomes available if you have selected to receive your purchase orders via email. There will be a public announcement when this feature is available if you option out now but would like to sign up for it later