Union College had begun utilizing the Paymode-X® service through Bank of America Merrill Lynch to make electronic payments to vendors and suppliers. Paymode-X is a business to business solution and supports payments to agencies, LLCs and corporations. Paymode-X does not support payments to individuals.

Enrollment in Paymode-X is simple and takes less than ten minutes. You can enroll online here

Requirements:
◆ Vendor must be a registered business (e.g., an agency, LLC or corporation)
◆ Vendor must have a U.S. bank account.
◆ To enroll in Paymode-X you will need your company’s:
  • Legal name, main telephone number and all physical and remittance addresses used by your company,
  • U.S. federal employer identification (EIN) or Tax ID Number (TIN) if you are a sole proprietor,
  • Bank account information, including ACH routing and account numbers.

Need help?
If suppliers have questions about enrollment in Paymode-X or other questions regarding their account, they should contact Paymode-X’s customer support services.
  • Vendor Enrollment, enrollment@paymode-x.com, 1-800-331-0974
  • Member Services, memberservices@paymode-x.com, 1-877-443-6944

What is Paymode-X?
◆ Paymode-X replaces paper checks with electronic payments: payments are made based on the established terms, but the funds get credited to the vendor’s bank account within 24 hours.
◆ Saves time and money: Reduces the risk and fees associated with checks and other electronic payment methods.
◆ Enhances cash flow: Electronic payments through Paymode-X eliminates possible escheated checks, as payments are sent directly to the vendor’s bank account.
◆ Fits with existing systems and banking practices: Vendor won’t need to purchase software or make changes to bank accounts in order to use this service.
◆ Includes detailed remittance information: Paymode-X enables delivery of digital remittance information along with the payment for easier reconciliation. Each time you receive a payment through Paymode-X, you will be sent an electronic notification.
◆ History of payments: A detailed history of all Paymode-X payments are available on the Paymode-X website.
◆ Secure service: Paymode-X offers a secure, internet-based service.