



June 23, 2025

Subject: Request to Complete and Submit ACH Form and Updated W-9 Form

Dear Supplier/Vendor,

We are pleased to inform you that the Greater Miami Expressway Agency (GMX) is implementing Automated Clearing House (ACH) payments for all future transactions. This enhancement will streamline our payment process and ensure faster, more secure transfers directly to your bank account.

Note: To ensure the information provided by your firm remains secure, please use the private email address below to return the completed ACH Form and W-9 directly to us:

ACH_For.v2gi50mjcli07fcl@u.box.com

Benefits of ACH Payments:

- Faster payment processing
- Reduced paperwork and administrative costs
- Improved payment security and accuracy
- Elimination of stop check payment fees
- Prevention of lost or delayed checks

To facilitate this transition please provide the following information:

Bank Name: _____
Bank Account Number: _____
Bank Routing Number: _____
Account Type (Checking/Savings): _____
Supplier's Business Name: _____
Contact Information (Phone/Email): _____
Federal Identification Number (FEIN): _____

Please also complete and attach a current W-9 Form.

Next Steps:

Please complete the ACH Authorization Form above and return it along with a current W-9 Form at your earliest convenience. A fillable form is also available on our website at www.gmx-way.com under the Procurement tab. If you have any questions or need assistance, feel free to reach out via email at procurement@gmx-way.com. We appreciate your cooperation and look forward to receiving your completed forms being returned to the box email address: ACH_For.v2gi50mjcli07fcl@u.box.com or you can fax to 305-637-2536.

Thank you for your cooperation. We look forward to continuing our successful partnership.

Sincerely,

Sandra Bridgeman

Sandra Bridgeman, CFO, C.P.A.
Director of Administration, Budget and Finance

3790 NW 21st Street, Miami, Florida 33142 | Telephone: 305-637-3277

Frequently Asked Questions (FAQs)

1. Q. Why do I need to provide an ACH form?

A. You will need to provide your business name, bank account number, bank routing number, and authorization to allow GMX to transfer funds to your account for goods and services rendered.

2. Q. What is the difference between ACH debit and ACH credit transactions?

A. ACH debit transactions are when money is pulled from your account (e.g., for bill payments), while ACH credit transactions are when money is pushed into your account (e.g., direct deposits).

3. Q. How long does it take for ACH payments to process?

A. ACH payments typically take 1-3 business days to process. Some ACH transactions can be processed the same day, depending on the payer's bank policies.

4. Q. Are ACH payments secure?

A. Yes, ACH payments are secure. The ACH network adheres to strict banking regulations and security standards to protect your information and prevent fraud.

5. Q. What should I do if there is an error in the payment or if it does not appear in my account?

A. If there is an error or if the payment does not appear in your account, contact the payer's accounts payable department or your bank to resolve the issue.

6. Q. Can I change my bank account details after submitting the ACH form?

A. Yes, you can change your bank account details after submitting the form, but you will need to notify the payer and provide updated information to avoid disruptions in payments.

7. Q. What happens if I want to stop the ACH payments?

A. To stop ACH payments, you need to contact the payer and provide a written request to cancel the authorization. It is essential to check the payer's policy on terminating ACH agreements.

8. Q. Is there a fee associated with ACH transactions?

A. Typically, there are no fees for receiving.

9. Q. Who should I contact if I have any questions or issues with the ACH payments?

A. If you have any questions or issues with ACH payments, you should contact GMX's Procurement Department at procurement@gmx-way.com or your bank for assistance.