



March 18, 2020

Vendor Name - Check  
Address  
Address  
Address

ATTN: Accounts Payable

RE: Electronic Funds Transfer (EFT) Enrollment

The Alaska Industrial Development Export Authority (AIDEA) and Alaska Energy Authority (AEA) have updated business continuity plans in the event normal business operations are interrupted because of Coronavirus (COVID-19). As part of this plan we are requesting vendors enroll in Electronic Funds Transfer (EFT) for future payments. If reduced staffing levels are necessitated because of office closures or a delay in normal mail service, we can issue payment via EFT sooner than vendors receiving a physical check.

If you choose to enroll please have a principal, director, officer, or employee of your company who has signatory authority (Authorized official) complete the enclosed AIDEA / AEA Electronic Payment Agreement to take advantage of EFT benefits. Once you have completed and signed the form, we request you please e-mail an electronic scan of the documents to [finance@aidea.org](mailto:finance@aidea.org) (or if this is not possible please send to the fax number listed on the form). If you have any questions regarding enrollment, please direct them to [finance@aidea.org](mailto:finance@aidea.org).

Upon processing the agreement form, payments that were previously made by check will be deposited directly into your bank account via Automated Clearing House (ACH). Thank you for your assistance and cooperation in this matter.

Sincerely,

Tom Boutin  
AIDEA Executive Director

Curtis Thayer  
AEA Executive Director

Attachment: Electronic Payment Agreement