

University of Maine System Zelle Enrollment Form

The University of Maine System has contracted with Bank of America to allow for direct digital disbursement of payments to individuals who need to receive non-employment funds from the University. The platform chosen by the University is called Zelle. It will allow a payee of the University to receive funds as "Direct Deposits" into either their participating bank account or direct load onto another bank's payee issued debit card.

For a payee to receive payment from the University via the Zelle network, the payee must be **Pre-enrolled** with Zelle so we can assure they will receive the payment correctly and in a timely manner. This packet includes both enrollment instructions as well as Frequently Asked Questions (FAQ) and an IRS W9 to fill out and sign. This enrollment form and the W9 will be required to sign up as a payee with the University and receive payments via the Zelle Network.

The University will not be asking for any banking information or other confidential data, outside of what is required for the IRS W9 form. All banking data is stored by the Zelle network and is **never** provided to the University. While the instructions on the website will state that a payee may sign up with a US based mobile phone number or an email, the University of Maine system requires payees to use an email account to assure remittance information is delivered properly to the payee.

If you are interested in receiving payments from the University via the Zelle Network, please fill out the information below and return with the W9 to UMSvendor@maine.edu.

I, _____, certify that I would like to receive payments from the University of Maine System via the Bank of America Zelle Network. I have **pre-enrolled** with Zelle using the following email address: _____.

I understand if I change banking information it is my responsibility to update my Zelle profile directly with Zelle. If a change in email address occurs, I understand I must update both Zelle and the University in a timely manner. Please send such an update to umsvendor@maine.edu.

Signature of Payee:

Date

Pre-enroll with Zelle® and get paid easier and faster

Receive payment electronically, right into your bank account, if it is approved.



STEP 1

To pre-enroll with *Zelle*, you may download the *Zelle* app from the following:

- iOS
(<https://itunes.apple.com/us/app/zelle/id1260755201?ls=1&mt=8>)
- Android
(<https://play.google.com/store/apps/details?id=com.zellepay.zelle>)

Or if provided a link to the registration site, click and follow steps 2 and 3.

STEP 2

You'll be directed to a *Zelle* website (<https://www.clearxchange.com/receive>) to check if your bank offers *Zelle*. Once there, select your bank and enroll with *Zelle*. You should enroll with the same email address you provided to **University of Maine System** to ensure you get your money.

If your bank is not listed, select "My bank isn't listed" and then continue your enrollment by providing the required information, including the same email address you provided to **University of Maine System** to ensure you get your money.

STEP 3

Your bank, or clearXchange, will send you an email or text after completing the last step. Follow the instructions to verify your email address or U.S. mobile number. At that point, you're enrolled and ready to receive your payment if it is approved.

For questions and other assistance, call University Vendor Team (207) 581-2674 or email umsvendor@maine.edu

Zelle, clearXchange and the related marks are wholly owned by Early Warning Services, LLC and are used herein under license.

Receive money with Zelle® - a fast, safe, easy way to get your payment.

Sign up online and get your payment same day or next business day.*

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* Refers to period of time during which payments are generally available. Enrollment required. Payments can arrive as quickly as minutes or may take up to three business days. Actual times may vary. Must have a bank account in the U.S. to use Zelle.

**Additional fees from your financial institution or mobile carrier may apply

¹⁾ Must have a bank account in the U.S. to use Zelle.



FREQUENTLY ASKED QUESTIONS:

What do I have to give University Of Maine System to receive money with Zelle?

All you need to give University of Maine System is your email address.

Am I going to get spam mail after signing up to receive payments electronically?

No. The information you provide us will never be sold, so you won't receive spam mail. Your information will only be used to make the payment and to communicate with you regarding your payment.

What does University of Maine System charge for Zelle?

Zero. The University of Maine System does not charge a fee for Zelle.**

What is Zelle® and what role does it play?

Zelle is a fast, safe and easy way to receive money directly to your bank account. By providing the University of Maine System with your email address, we can send your money electronically, regardless of where you bank.^[1] With Zelle, your bank account details are never shared, and since money is sent directly to your bank account, you don't have to wait for a check in the mail.