|  |  |
| --- | --- |
| http://wpccp011ds.aescp.us.aexp.com/robo/projects/newproject/img_blue.gif  **Corporate**  **Services**  **Funding**  ***ACH Transfers***  ***Fed Wires***  American Express Travel Related Services Company, Inc. | American Express  Corporate Services  20022 N. 31st Avenue  Phoenix, AZ 85027  If submitting monthly, American Express must receive the payments three business day prior to billing dates to ensure the timely and proper posting of payments to accounts.  Failure to submit payments referencing the actual Card member accounts numbers in their entirety for Card member charges being paid prior to the end of the billing cycle may cause delays in the timely posting of payments to Card member accounts, possibly resulting in Card members going to a “past due” status.  Specific information regarding each type of transfer follows.  For those companies who are submitting funds via ACH transfer, the following bank account should be used for payment transfers:  **Banking Information**  American Express Travel  Related Services Company, Inc.  Corporate Card CTX account  C/O Mellon TR of New England, NA  Demand Deposit Account # 09-1960  Routing # 011001234  **Address:**  Mellon TR of New England, NA  1 Boston PL  Boston, MA 02108  **NOTE**: Please ensure the entire Card Member account number or Load number is referenced in it’s entirety in any **one** of the many of the fields reference below;   * 7th record addenda section of the ACH transfer. * Receiver ID field * Receiver Name field * Vendor Name * Vendor ID * Vendor Invoice number   **NOTE**: Please ensure your load number is included in the 7th record addenda section of the ACH transfer or if in CTX format that the RMR01 contains either a Valid Account Number or RMR02 contains the Load Number (no spaces, dashes or alpha characters, please) **CCD+ and CTX formats are supported.**  **PLEASE NOTE:** For all of the above provided field options, except the 7th Record Addenda section, to reference the Card Member account number, there is **a 20 character limitation** on the information passed to Mellon Bank, so please, **ONLY** reference the actual Card Member account number, with no dashes, spaces or letters to ensure that all of the account number is forwarded to American Express allowing for timely payment processing.  For those companies who are submitting funds via wire transfer, the following bank account should be used for payment transfers:  **Banking Information**  American Express Travel  Related Services Company, Inc.  C/O Chase Manhattan Bank  Demand Deposit Account # 910-2-753010  Routing # 0210-0002-1  **Address:**  Chase Manhattan Bank  1 Chase Plaza  New York, NY 10081  **NOTE**: Please ensure the entire Card Member account number or Load Number is referenced in it’s entirety in any **one** of the many of the fields reference below;   * Originator Beneficiary Information (OBI) field. * Receiver ID field * Receiver Name field * Vendor Name * Vendor ID * Vendor Invoice number   **PLEASE NOTE:** For all of the above provided field options, to reference the Card Member account number, there is **a 20 character limitation** on the information passed to Chase Bank, so please, **ONLY** reference the actual Card Member account number, with no dashes, spaces or letters to ensure that all of the account number is forwarded to American Express allowing for timely payment processing. |