



Sample ACH Email Template

Subject line - Village of Anycity ACH Payment

{RemittanceName},

A payment is being processed on {DepositDate} for {InvoicesToBePaid}.

Please reach out to us at <enter email address> if you have any questions or concerns.

Thank you,

Village of Anycity AP Department

Make sure the “Send ACH notification email” box is checked on the vendor record. Email address must be stored on the Remittance address (it will copy from the vendor tab if they only have one address).

You can add the Village AP email address as a second email if they want to have a record of each email that goes out. A semicolon is needed between the email addresses. i.e. `vendoremail@gmail.com;anycityapemail@gmail.com`