



# Universal Payment Identification Code (UPIC<sup>®</sup>) guide

**Securing and simplifying  
electronic payments**

# What is a UPIC®?

A Universal Payment Identification Code (UPIC) is a unique account identifier that looks and acts just like a real account number on ACH payment transactions. A UPIC can be published as part of the organization's electronic (ACH) payment instructions on websites and invoices without exposing actual banking information.

## Receive more payments electronically.

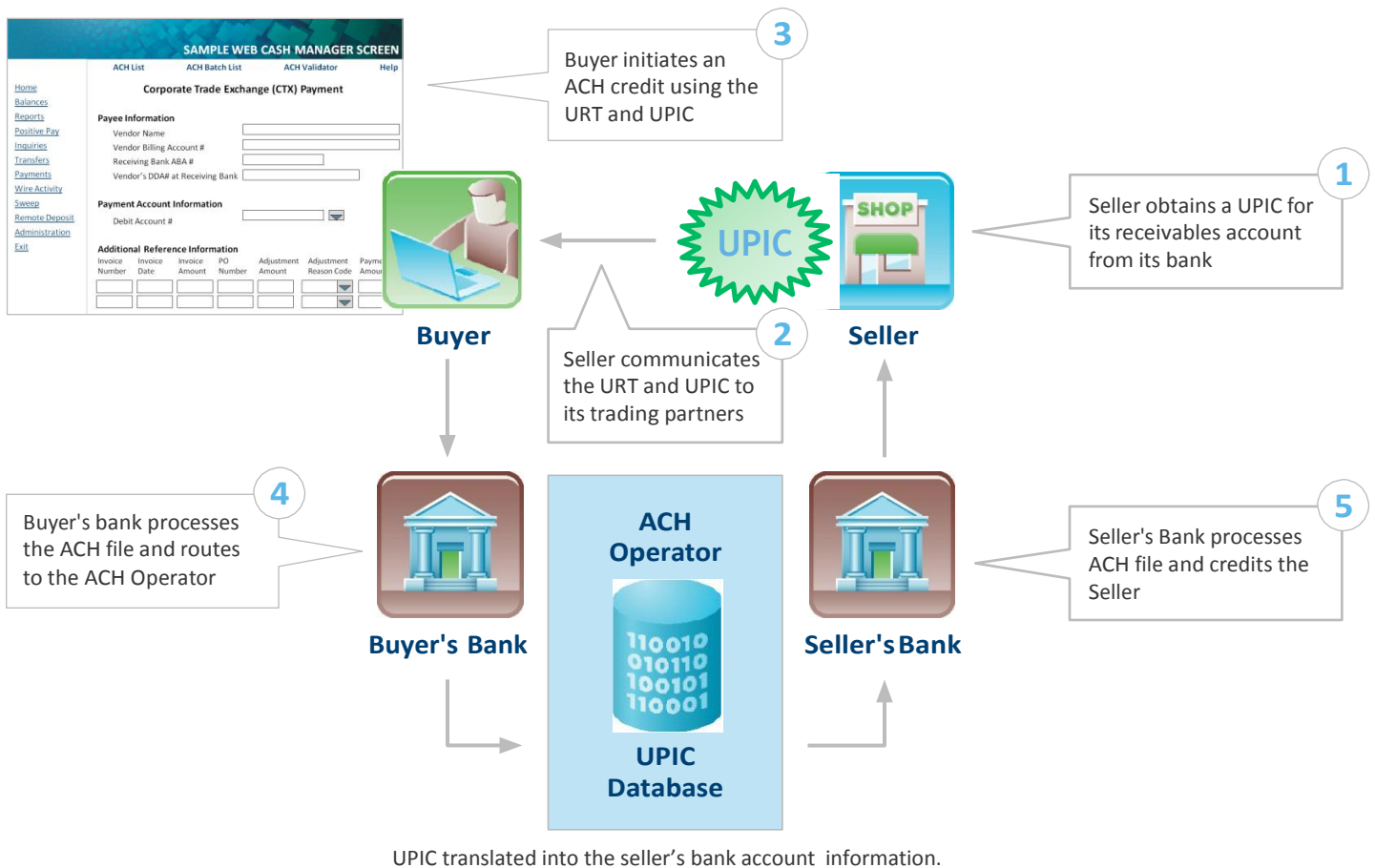
Companies are understandably reluctant to expose bank account numbers on websites and invoices, even though it's required to get paid electronically. A UPIC takes the place of a company's bank account number on electronic payments (ACH), making it a safe way to publish electronic payment instructions.

## Protect corporate accounts from fraud.

Using UPICs in place of account numbers in ACH payment transactions reduce the risk of unauthorized ACH debits, demand drafts and fraudulent checks on corporate accounts. UPICs are for electronic credit payments only and cannot be used to initiate ACH debits.

## How UPICs Work

UPICs are issued and maintained by financial institutions and are portable. They are for credit payments only and remain with the company even if account numbers or banking relationships change.



# Sample invoice

**Corporate Sales**

*Thank you for your order!*

**Invoice #** 123456

**Date** 99/99/99

**Order #** 11-22222

**Page #** 1 of 1

**Customer #** 333333

**Amount** \$1000.00

**Sold to:** Company Name  
ATTN: Manager  
999 Main St. Suite A  
Anywhere, USA 12345-1234

**Ship to:** Company Name  
ATTN: Manager  
123 Main St. Suite B  
Anywhere, USA 12345-1234

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
4	1112222	T1 Cable	\$100.00	\$400.00
2	3334444	Network Router	\$600.00	\$1200.00
1	5556666	Mouse Pad	\$20.00	\$20.00

*Questions?  
Call Customer Service  
at 888-888-8888*

**Sub Total** \$1620.00

**Tax** \$97.20

**Shipping** \$16.00

**TOTAL** \$1733.20

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*If you are paying by check, please return this portion with your payment.*

To pay electronically via ACH credit or EDI payments:  
**Any Company Inc**  
**URT# 123456789**  
**UPIC/Acct# 987654321**  
**Reference# 123ABC\***  
**Invoice No 123456\***  
**\*Helps ensure posting to correct invoice**

**Amount** \$1733.20

**Due Date** 99/99/99

**Customer #** 333333

**Invoice #** 44-5555-6

To pay via check:  
**Any Company Inc**  
**321 Any St.**  
**Anywhere USA 12345-1234**

Sold to:  
**Company Name**  
**ATTN: Manager**  
**999 Main St. Suite A**  
**Anywhere, USA 12345-1234**

# Sample web page screen



Any Company's  
Website

HOME

WAYS TO PAY

CONTACT US

## WAYS TO PAY YOUR BILL

For your convenience, Any Company offers several ways you can pay your bill:

### By Check:

Make your check or money order payable to Any Company and mail payments to:  
(Do not send cash.)

**Any Company Inc**  
**321 Any St.**  
**Anywhere USA 12345-1234**

### By ACH Credit

Use the following information to pay electronically via ACH credit from your cash management system:

**Any Company Inc**  
**URT # 123456789**  
**UPIC/Acct # 987654321**  
**Reference # 123ABC\***  
**Invoice No 123456\***  
*\*Helps ensure posting to correct invoice*

### By Direct Payment

With direct payment, your payment will be automatically deducted from your checking account 10 days after you receive your bill. You can enroll online by clicking on HOME above.

# Sample customer letter

ANY COMPANY INC.

321 AnySt., Anywhere USA 12345-1234

**Company Name**  
**999 Main St. Suite A**  
**Anywhere, USA 12345-1234**

Dear Mr. Customer:

I am writing to encourage you to pay your invoices from us electronically because it is more efficient and secure than other payment methods.

We offer two electronic payment options: direct debit and credit payments:

- Direct debit provides convenience. Once you sign up, we debit the funds automatically from your account 10 days after you receive the invoice. It keeps you current and all you need to do is reconcile your accounts. To sign up for direct debit, just call our billing department at 800-555-1234 and provide your bank routing number and account number from the bottom of your check.
- Credit payments provide control. You control the timing and the dollar amount of each payment. The timing is more precise than sending a check and the cost is far less than using a wire payment. ACH credit payments can be made from your cash management or accounts payable system using the following information as the destination for payment:

**Any Company Inc**  
**URT # 123456789**  
**UPIC/Acct # 987654321**  
**Reference # 123ABC\***  
**Invoice No 123456\***  
***\*Helps ensure posting to proper invoice***

Please call the billing department if you have any questions about how to pay electronically. As always, we appreciate your business and look forward to working with you in the future.

Sincerely,

J. Doe  
President  
Any Company Inc.

