To whom it may concern:

Neighborhood Health Plan of Rhode Island (Neighborhood) is currently reviewing all vendors that receive paper checks, and transitioning them to Electronic Funds Transfer (EFT**).**

Please sign and complete all information on the attached EFT Payment Enrollment form. Form can be returned via secure email to [accountspayable@nhpri.org](mailto:accountspayable@nhpri.org) or faxed to (401) 459-6043.

**Please note that starting January 01, 2021, paper check payments will only be processed once a month.** EFT payments will continue to be processed according to payment terms.

Please continue to invoice Neighborhood as usual, sending the invoice electronically to [accountspayable@nhpri.org](mailto:accountspayable@nhpri.org). Once Neighborhood approves and processes your invoice for payment, an electronic remittance advice will be emailed to your company and your bank account will be credited. The remittance advice would include voucher-type information such as invoice number, invoice date and amount paid.

This program has proven to be an efficient and cost effective mechanism for making payments, for increasing payment security and for eliminating the two to three day transit time for mail.

If you have any questions, please contact [accountspayable@nhpri.org](mailto:accountspayable@nhpri.org)

Thank you

Rebecca Britto

Manager of Accounting & Budgeting