

Quick Guide to making Payments



One of the primary purposes of Batch for Books is to enable bookstores to make payments to their vendors through Batch. Below is a summary of how to make payments through Batch and some general tips and best practices to keep in mind.



Important Batch Payment Caveats

- Stores transfer funds to Batch. Batch is not connected to the stores bank account and does not draft funds from a store's bank account.
- Payments to Batch must be made by ACH or wire transfer. Batch does not accept payment via check or credit card.

Batch Payment Process

1. Authorize the invoices you want to pay and credits you want to use. Batch will remit any invoice or credit that is current and authorized.
2. Locate your payment amount. Stores can send one single payment for all their vendors and the total can be found on the current summary screen.
3. Electronically transfer payment to Batch via ACH or wire transfer.
4. Batch transmits store's invoice details and payment to the publisher per our remittance schedule (see below)

Payment Deadlines and Remittance Schedule

- Batch remits payments and invoices to the vendors every Friday morning and also on the last business day of the month. *While we offer weekly remittances, stores don't have to pay every week; most stores on Batch make one payment per month.*
- Each remittance has a payment deadline - Wednesday evening at 5 pm (Friday remittances); two business days prior at 5 pm (last business day of the month)
- Payment must be in Batch's bank account by the deadline; it can't still be in transit. Payments received after the payment deadline won't be remitted to the publisher until the next remittance.

General Payment Notes

1. Though we offer weekly remittances, stores don't have to make weekly payments. The majority of Batch users make one payment per month.
2. ACH payments usually take three business days to land in Batch's bank account once the store initiates the payment. Be sure to take the transit time into account when planning your payment to Batch.
3. If your bank charges a fee to transfer funds, Batch can cover one bank fee per month for at least the first six months you use Batch. To get credit for the fee, deduct the fee amount from your payment.
4. Batch must have enough funds to cover all current, authorized invoices at the payment deadline. If the authorized amount is more than the funds we have on hand, nothing gets remitted.
5. Batch will email a payment confirmation the morning after we receive and post your payment to your Batch web portal.
6. Batch will email a notification if we have not received payment for your authorized invoices by the payment deadline.
7. All invoices paid through Batch can be found under Period Summaries under Past Payments.
8. For month-end payments, Batch recommends stores schedule payments to arrive the day before the payment deadline. While transferring funds electronically is much more reliable and consistent than USPS, payments sometimes aren't delivered into our account until the day after the scheduled delivery date, which delays delivery of your payment to the vendors.

Payment Issues

Some Batch users have run into issues with their bank in transferring funds. Either the bank is not able to electronically transfer funds or it's a complicated procedure to set up and complete. This issue is most common for stores who use credit unions.

Batch users who have encountered this issue can use a service called Melio Payments to transfer funds. It's free to use and the set up process only takes a few moments.

For more information about Melio Payments, please visit meliopayments.com.

Batch Bank Account Information

Stores should use the following information when transferring funds to Batch for Books:

- Bank Name: Wells Fargo
- Account Name: Batch for Books Inc.
- Account Number: 4969799527
- Routing Number: 121000248

Banks sometimes need Batch's physical address or our bank's physical address to facilitate funds transfers, with the latter being the more common request.

Batch Business Address

100 Pearl Street, 14th Floor, Hartford, CT 06103

Wells Fargo Physical Address

1055 Washington Blvd Ste 101, Stamford, CT 06901-2218

If you have any questions about making payments to Batch, please contact nathan.halter@batchforbooks.com or call 617-843-2490.