

Making Payments through Batch for Books



The primary way stores use Batch is to make payments to the publishers. Below is a summary of the payment process, as well as some frequently asked questions.

Batch Payment Process

Select the invoices you want to pay and credits you want to use.

Authorize the invoices you want to pay and credits you want to use on your Batch portal. Batch cannot remit anything that isn't authorized.

Locate your payment amount on the Current Summary screen.

The Current Summary screen is your Batch home screen. Your payment amount is in the Funds Still Owed field at the bottom right corner of the screen.

Electronically transfer your payment to Batch.

Transfer the payment to Batch via ACH or wire using the bank account information below.

Batch Bank Account Information

Bank Name: M&T Bank

Account Name: Batch for Books Inc

Account Number: 9887664507

Routing Number: 022000046

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

M&T Physical Address

One M&T Plaza, Buffalo, NY 14203

Batch Payment Schedule

Batch sends payments and invoices to the publishers every Friday morning and on the last business day of the month. Stores are not required to make weekly payments; most stores make one monthly payment.

<u>Payment in Batch bank account by:</u>	<u>Remitted to Publisher on:</u>
Thursday evening	Friday morning
Night before last biz day of month	Last business day of month

Best Practice! Try to have your payment in our account one day before the cut-off, especially at month-end. While ACH delivery times are mostly reliable, a small % of ACH transfers are delivered after the scheduled delivery date, which can delay the publishers receiving your payment. Building in a one-day cushion will help head off any potential issues.



Frequently Asked Questions

How do I submit my payment on the Batch portal?

You don't. After authorizing your invoices and finding your payment amount, you will send the funds through your bank or selected financial service.

Does Batch draft funds from my account?

No. Batch does not connect to your bank account or automatically withdraw funds. Stores must initiate payments using Batch's bank account information.

Can I pay by check or credit card?

No. Batch only accepts electronic payments by ACH or wire transfer.

Wire transfer? Isn't that expensive?

Most banks charge \$25-\$30 per wire transfer, one reason most stores use ACH. However, unlike ACH, wire transfers take no time to deposit. If you wire payment, Batch will cover one monthly wire fee for at least six months.

How long does it take ACH payments to arrive?

It varies by bank, but ACH payments typically take three business days to land in Batch's bank account.

My bank told me they can't send an ACH payment. What can I do?

While uncommon, some banks can't initiate an ACH payment. Stores in this position commonly use Melio Payments (meliopayments.com), a free way to send funds via ACH.

Why did I receive a Transactions Not Paid email from Batch?

This email notification means Batch had not received your payment by the time we ran our clearance process, or your payment amount wasn't enough to cover all authorized invoices.

What the heck is a clearance process?

The clearance is a process Batch runs the night before we remit payment and invoices to the publisher to determine what to remit. This process looks at two factors: 1) does a store have invoices authorized, and 2) has Batch received payment from the store that covers ALL authorized invoices? If the answer to either question is NO, nothing will be remitted for that store.

Anything else I should know?

That about covers it! The payment process is pretty straightforward. Sometimes, the trickiest part for new stores is sending money to Batch, but once you have that process in place, it's smooth sailing.

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