**Authorization Agreement For**

**Automated Clearing House Transactions**

**(ACH Debits)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACH Authorization** | | | | | | |
| Individual / Company Name: |  | | | Individual / Company ID #: | |  |
| I (we) hereby authorize: | | , | | | hereinafter called COMPANY/INDIVIDUAL, to | |
| initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) | | | | | | |
| Checking  Savings account (select one) | | | indicated below and the depository named below, hereinafter called | | | |
| DEPOSITORY, to debit and/or credit the same to such account. | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Information** | | | |
| DEPOSITORY NAME: |  | Branch:  (if applicable) |  |
| City, State, ZIP: |  |  | |
| Transit/ABA No:  (“Routing #”) |  | Account #: |  |

|  |
| --- |
| This authority is to remain in full force and effect until COMPANY/INDIVIDUAL has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY/INDIVIDUAL and DEPOSITORY a reasonable opportunity to act on it. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s):  *Please print* |  | SSN: |  |
|  | |  |  |
| **Signature(s)** | |  | **Date** |

|  |  |  |  |
| --- | --- | --- | --- |
| I (we) wish for this transaction to take place starting on: | |  | and to recur: |
| once a month,  every two weeks,  other: |  | |

CHECK ONE: I am not currently participating in the Automated Payment Program.

ADD – Debit the account shown.

I am currently participating in the Automated Payment Program.

CHANGE – Change financial institutions and/or account number.

**TAPE VOIDED CHECK HERE**

**[Voided check not necessary, but recommended]**

***Once you’ve made any changes, provide this form to companies/organizations/individuals where you would like to draft their bank account for payment. Have them complete the form and return to you.***

***[DELETE THIS SECTION BEFORE DISTRIBUTING]***