

WESTMORELAND COUNTY AUTHORIZATION FOR ACH INSTRUCTIONS

YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED ON THIS FORM.

Complete each of the line items on the other side of this form as follows.

- 1. VENDOR NAME:** Your name as it appears on your check.
- 2. VENDOR ADDRESS:** Your Address.
- 3. SSN/EIN NUMBER:** Your Social Security number or Employee Identification Number. CHECK ONLY ONE BOX.
- 4. PHONE NUMBER:** Your Vendor Phone Number.
- 5. EMAIL ADDRESS:** Your Vendor Email Number. PLEASE PROVIDE A PERMANENT EMAIL ADDRESS
- 6. VENDOR NUMBER:** Your Vendor Number (Accounts Payable Department).
- 7. FAX NUMBER:** Your Fax Number.
- 8. ENROLLMENT AUTHORIZATION:** Your authorization to Westmoreland County to begin ACH Deposit of your check to the financial institution of your choice.
- 9 FINANCIAL INSTITUTION NAME AND ADDRESS:** The name and address of the financial institution where your account is located.
- 10. TRANSIT/ROUTING NUMBER:** The identification number of your financial institution. This is normally located in the lower left hand corner of your check; you may visit your financial institution and request their number.
- 11. ACCOUNT NUMBER:** Your checking or savings account number at your financial institution. Be sure to indicate if the account number is for a checking or a savings account. CHECK ONLY ONE BOX. ; YOU MAY CHOOSE ONLY ONE ACCOUNT.
- 12. VENDOR NAME(S) ON ACCOUNT:** Your name as it appears on your checking or savings account. Be sure to include both/all names if the account is a joint account.
- 13. EFFECTIVE DATE:** This authorization remains in effect until you file a new form with the County indicating a change. A NEW AUTHORIZATION FORM MUST BE FILED EACH TIME YOU CHANGE YOUR FINANCIAL INSTITUTION OR ACCOUNT. Contact the Controller's office for forms.
- 14. SIGNATURE AND DATE:** Sign and date.

Please forward the completed authorization for direct deposit to:

Westmoreland County Controller's Office
ATTN: Accounts Payable Department
2 N. Main St., Suite 111
Greensburg, PA 15601

Phone: (724) 850-6124