



Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601

Telephone: (540) 667-1815
 FAX: (540) 723-0238
 TDD: (540) 722-0782
 Website: www.winchesterva.gov

AUTHORIZATION FORM FOR AUTOMATED CLEARING HOUSE (ACH) VENDOR PAYMENTS

I hereby authorize the City of Winchester to initiate accounts payable payments through automatic bank deposits to my account.

PAYEE/COMPANY INFORMATION	
NAME:	SSN NO. OR TAXPAYER ID NO.
ADDRESS:	
CONTACT PERSON NAME:	TELEPHONE NUMBER:
EMAIL ADDRESS (Required):	
FINANCIAL INSTITUTION INFORMATION	
NAME:	
ADDRESS:	
ACCOUNT NAME:	
ABA ROUTING NUMBER:	ACCOUNT NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> OTHER: _____	
AUTHORIZED SIGNATURE:	TITLE: DATE:

PLEASE RETURN AN ORIGINAL, COMPLETED FORM, DIRECTLY TO THE ADDRESS ABOVE TO INITIATE ACH PROCESSING SETUP. YOU WILL BE ESTABLISHED AS AN ACH VENDOR AND PAYMENTS WILL BE MADE VIA ACH UPON COMPLETION OF THE BANK VERIFICATION PROCESS. (POSTING TO BANK ACCOUNT IS WITHIN 48 HOURS FROM DATE OF TRANSFER). AN EMAIL WILL BE SENT TO THE ADDRESS ABOVE TO NOTIFY YOU OF A PENDING PAYMENT AND PAYMENT DETAILS.

Questions regarding this form or your ACH transactions should be directed to Beth Hindle at (540) 667-2307 or Jennifer Goss at (540) 667-2160.