

## ACH AUTHORIZATION FORM

Washington County makes payments to all parties by means of electronic payment. Please submit the ACH form and required documents electronically to [AF-AP@co.washington.mn.us](mailto:AF-AP@co.washington.mn.us), or you may call the AP team with questions at 651-430-6030.

**PAYEE INFORMATION:**

Vendor Name: \_\_\_\_\_ Vendor # (If known): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

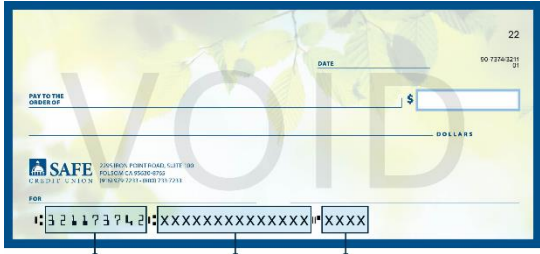
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

**FINANCIAL INSTITUTION INFORMATION:**

Bank Name: \_\_\_\_\_

Account Type:  Checking  Savings



Bank Routing # (9 – Digits): \_\_\_\_\_

Account Number: \_\_\_\_\_

***Please provide a canceled or voided check or include a bank confirmation letter from the banking institution with this form.***

**AUTHORIZATION:**

As an authorized signer on the above referenced account, by completing and signing this form, I authorize Washington County to pay/credit the account at the financial institution designated above on or after the indicated date. In the event that the recurring or one-time credit results in error, I authorize Washington County to adjust the debit/withdrawal amount accordingly. This authorization remains in effect until I notify Washington County in writing that I no longer desire this service, allowing them reasonable time to act upon my notification. I understand Washington County has the right to cancel this authorization at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may also mail this form with an attached canceled/voided check or bank confirmation letter from your banking institution to the address below with the attention of Accounting & Finance Department.

*A great place to live, work and play...today and tomorrow*

Government Center • 14949 62nd Street North • P. O. Box 6 • Stillwater, MN 55082-0006  
Telephone: 651-430-6030 • Fax: 651-430-6060 • TTY: 651-430-6246  
[www.co.washington.mn.us](http://www.co.washington.mn.us)

*Washington County is an equal opportunity organization and employer*