

Automated Clearing House (ACH) Authorization Agreement

1 Supplier's Remit To Information

Is this a new ACH authorization, or are you updating your current bank information?

- NEW** - I've never been paid via ACH by King County
- UPDATE** - I'm updating my existing ACH banking information

payee name *(must match King County Substitute W9)* federal tax ID number *(or SSN)*

chain organization or DBA *(if applicable)*

street address / PO suite / apartment

city state ZIP

email *(remittance advice / notifications)*

2 Depository Institution Information

name on bank account *(if different than above)*

depository institution

checking
 savings

bank routing number bank account number account type

3 Supplier Authorization Acknowledgment

I, the undersigned Supplier, hereby authorize King County (hereinafter referred to as the County) to make payment for goods and services covered by an agreement by using, at the County's option, Automated Clearing House (ACH). I agree to provide the County with written notification of any change in my depository institution, payment instructions, or remittance data instructions by submitting this form with revisions at least ten (10) business days (2 calendar weeks) in advance of changes. In the event of duplicate or fraudulent payment, overpayment, or any payment made in error, I agree to return payment to the County upon discovery or after the County provides sufficient information to support its claim. I accept that payment made to an incorrect account as listed above are timely and complete for any invoiced goods and services.

name and title

X
supplier signature date

4 FOR KING COUNTY USE ONLY

I, the undersigned King County employee, do attest that I have completed [ACH verification training](#) and personally called the supplier to verify the supplier's banking information and tax ID.

X
signature of king county employee date verified

king county employee *(print name)* agency

yes **no** I attest, I personally called to verify the supplier's banking info and tax

representative's name I spoke with phone number I dialed

supplier number site*

Instructions for Suppliers

Submitting this form authorizes King County to deposit electronic payments directly into your bank account.

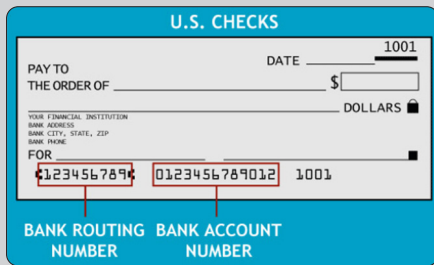
Suppliers must sign and complete sections 1-3.

Forms are typically processed in 10 business days after receipt by King County FBOD.

Incorrect / incomplete forms will be destroyed, unprocessed, in a secure manner. The submitting King County agency will be notified.

PLEASE PRINT CLEARLY.

Return this form to your designated King County agency contact.



Where are my routing and account numbers? ➔

Instructions for King County Agencies

King County agencies must sign and complete section 4 after verifying supplier information (including all new and updated ACH sites).

Incomplete forms will not be processed, and will be destroyed in a secure manner.

* For suppliers with multiple ACH sites or bank accounts associated with their record, the **supplier site** is used to differentiate which site will be added or updated. Only sites based on the standard naming convention will be set up.

Submit this form to:

procurement.web@kingcounty.gov
KSC-ES-0716
(206) 296-7676 - fax



Department of Executive Services
Finance & Business Operations Division
(206) 263-9400