

ELECTRONIC PAYMENT REQUEST FORM SETUP OR UPDATE



King County

Department of Executive Services
Treasury Operations Section
KSC-ES-0710
201 S Jackson St., Ste 710
Seattle, WA 98104-3854
cash.management@kingcounty.gov

Request Date _____

PAYMENT INFORMATION

ACH Credit - Pay Code (BENXX, GENXX, PAYXX) _____

ACH Debit - Pay Code (COLXX) _____

Wire - Repetitive Wire Code _____

DISTRIBUTION INFORMATION

	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)

Payee _____ Address _____ City _____ State _____ Zip _____
Bank Name _____ Routing Number _____ Account Number _____
Reference _____

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Agency/Special Purpose District _____
Contact Name _____ Title _____ Phone Number _____ Email _____
Signer Name _____ Title _____ Phone Number _____ Email _____
Signature _____ Date _____

I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

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INSTRUCTIONS

PAYMENT INFORMATION

- **ACH Credit** is a type of electronic payment that sends funds from one bank account to another. It is initiated by the sender and the funds are credited to the receiver's account. Treasury Operations must receive your request no later than noon the day before the settlement date. Pay Code must be entered.
- **ACH debit** is a type of electronic payment that withdraws funds from one bank account and sends them to another. Treasury Operations must receive your request before noon the day before the settlement date. Pay Code must be entered.
- **Automatic Withdrawal** is used when a government entity can withdraw funds from the county's main bank account. This entry can be initiated by the government. Only retirement payments to the State and tax payments to the IRS are permitted.
- **Book Transfers** is when Treasury Operations initiates a transaction to move money from one bank account to another when the accounts are at the same bank.
- **Wire Request** is when Treasury Operations initiates a transaction to deposit funds into a bank account. Settlement occurs the next business day. Risk management payments associated with the settlement of claims and real estate purchases must be paid in less than 24 hours. Treasury must receive this request no later than noon the day before the wire is to be sent.

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)

- For only wire payments, all fields are required. Do not fill this section in for any other payment options.

CONTACT & AUTHORIZATION

- The contact is the person that is filling out the form, and not the contact for the payee. This is also the person that Treasury Operations will call or email with any questions.
- Authorization is completed by the person that is designated to approve any fund movement under [RCW 42.24.080](#).

DIGITAL SIGNATURE

A digital ID is like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name, email address, the name of the organization that issued it, a serial number, and expiration date. Digital IDs are used for certificate security and digital signatures.

- For more information on creating a digital signature and signing a document with Adobe Reader, please visit:
 - <https://www.adobe.com/sign/how-to/create-digital-signature.html>