



### ACH VENDOR PAYMENT AUTHORIZATION FORM

This form is used for Automated Clearing House (ACH) payments. The information being collected on this form will be used by the Alabama Community College System Office to transmit payment data, by electronic means, to a vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payment through ACH Payment System.

#### **VENDOR INFORMATION**

NAME: \_\_\_\_\_

FEDERAL I.D.#: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

#### PHYSICAL

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

#### MAILING

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

#### REMIT

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

#### CONTACT

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### **FINANCIAL INSTITUTION INFORMATION**

(9) DIGIT ROUTING NUMBER: \_\_\_\_\_

DEPOSITOR ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT:  CHECKING  SAVINGS

ACH COORDINATOR NAME: \_\_\_\_\_

ACH COORDINATOR PHONE: \_\_\_\_\_

#### **REQUESTING AGENCY INFORMATION**

NAME: Alabama Community College System

ADDRESS: P.O. Box 302130, Montgomery, AL 36130-2130

CONTACT NAME: Robin Head PHONE: 334.293.4623

**Please return to:**  
**Alabama Community College System Office**  
**C/O Fiscal Services – Vendors**  
**135 South Union Street**  
**PO Box 302130**  
**Montgomery, AL 36130-2130**

**Or**  
**Email: [FiscalServices@accs.edu](mailto:FiscalServices@accs.edu)**  
**Fax: 334.293.4504**  
**Attention: Fiscal Services – Vendors**