

**Escambia County Board of County Commissioners
Vendor ACH Authorization Agreement**

*Upon completing this form, submit the signed original to the Clerk of Circuit Court and Comptroller, Finance Department, 221 Palafox Place, Suite 140, Pensacola, FL 32502.
If you have questions, please contact Accounts Payable at (850)595-4847.*

ACH Account (Please Check One Option)		
New Agreement <input type="checkbox"/>	Change to Current Agreement <input type="checkbox"/>	Cancel ACH <input type="checkbox"/>

Vendor Information	
Vendor Number:	
Vendor Name:	
Street Address:	
City, State, Zip:	
e-mail for Remittance Advice:	

Vendor Contact Information	
Name:	
e-mail Address:	
Phone Number:	

Financial Institution Information	
Account Type:	<input checked="" type="checkbox"/> Checking
Name of Financial Institution :	
Phone Number:	
Bank Routing Number <small>(max 15 digits)</small> :	
Account Number:	

Vendor Agreement: I, the undersigned, hereby authorize and request the Escambia County Clerk of Circuit Court and Comptroller's ("Clerk") Office to initiate credit entries, and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the above-named financial institution. This ACH is to remain in effect until changed by: (a) an officer of the vendor; (b) the vendor's legal representative; (c) the above-named financial institution; or (d) the Clerk's Office. Any change must be in writing and must be transmitted in a timely manner for any change to take effect. An ACH Remittance Advice will be emailed to my remittance email when a deposit occurs. If no email address is provided, I understand that no remittance information will be sent. The Clerk's Office will not be responsible for any loss that arises solely by reason of error, mistake, or fraud regarding information provided on this form.

Note: Please ensure you notify the Clerk's Office prior to closing your account. If a change to your bank account occurs without the Clerk's Office receiving prior written authorization, a delay of funds may occur (up to 10 business days).

Signature of Company Official

Date

Printed Name

Title

For Internal Clerk's Office use only:	
Verified by Clerk's Accounts Payable:	_____ Clerk's Accounts Payable