



Vendor ACH Payment Enrollment Form

Signing up for Vendor Automated Clearing House (ACH) payments provide many benefits for our vendors:

Faster Payments

- ACH payments can be credited to your account in less than three business days. Payments made through the U.S. Postal Service can take seven to ten days.
- Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

Fewer Hassles

- ACH payments eliminate the need for paper checks and envelopes as well as the fuel and energy used to prepare and deliver checks.
- Your ACH payment cannot be lost in the mail or sent to an outdated address.
- You can receive immediate notification of each ACH payment (with remittance detail) sent to the email address you provide.
- You will save time by not traveling to the bank or waiting in lines to deposit your check.

Please read the following to clarify how the Direct Deposit form work when initiating direct deposit, discontinuing direct deposit, or when the vendor closes their account and does not inform the Franklin County Controller's Office.

This form can perform two functions; it will initiate a new direct deposit, and discontinue an existing direct deposit. Anytime a vendor wants to change their existing direct deposit, select the "Initial Set Up", "Change of Account Info" or "Discontinue Direct Deposit " boxes.

When a direct deposit is initiated, the system will perform a test run for the first payment issued following the processing of the form. If the information provided on the form is accurate, the funds for the next vendor payment will be deposit directly into the designated account.

The only time the "Discontinue" check box should be used on this form is if the vendor wants to receive live checks instead of having funds directly deposited into the bank. The form will discontinue direct deposit for the vendor after the form has been received and processed.

If you have any questions about Vendor ACH payments, please feel free to contact the Franklin County Controller's office at 717.261.3822



Vendor ACH Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments to provide payment related information to your financial institution. You must check with your financial institution to confirm that funds have been deposited.

Please select one of the following:

Payee / Company Information

Name

Social Security or Taxpayer ID (Required)

Contact Person Name

Contact's Daytime Telephone

Contact's Email Address

Financial Institution Information

Name

Nine Digit Routing Transit Number

Address

Bank Account Number

Type of Account:

Authorization

I authorize you and the financial institution listed above to deposit my payment automatically to my account each time a payment is made and, if necessary, to adjust or reverse a deposit for any entry made to my account in error. This authorization will remain in effect until I have canceled it in writing and in such time as to afford you a reasonable opportunity to act upon it. I will notify you immediately of any changes made to my account.

Signature: _____ Date: _____

A voided check must accompany this form in order to receive payments electronically. A Social Security Number or Taxpayer ID is required for vendor verification. An email address is recommended to participate in this program.

Submit this form and voided check to:

OR Form and voided check image may be emailed to controllers@franklincountypa.gov

Franklin County Controllers Office
Attn: Electronic Payment Enrollment
218 N Second St
Chambersburg, PA 17201

Phone: (717)-261-3822
Fax: (717)-709-1484

FOR OFFICIAL USE ONLY

Vendor #		Updated by		Proofed by		Date	
PN Warrant		PN Amt		# Vouchers		# Checks	
ACH Warrant		ACH Amt					