



County of Northampton

Authorization Agreement

Direct Deposit

I/ We wish to have the County of Northampton deposit our payments directly into our account as indicated. We agree to notify the County of Northampton immediately of any changes to our financial information so that our payment may be properly processed. We understand that in the event the County of Northampton notifies our financial institution that we were not entitled to funds deposited into our account, our bank is authorized to debit our account for the amount of the adjustment. We understand that in the event our financial institution is not able to deposit the funds into our account due to action we have taken, the County of Northampton will not re-issue the funds to us until the funds are returned to the County of Northampton by our financial institution.

PLEASE NOTIFY THE COUNTY OF NORTHAMPTON IMMEDIATELY OF ANY CHANGES TO YOUR BANKING INFORMATION.

Please do not close or change your account information without giving the County of Northampton two weeks prior notice.

PLEASE COMPLETE THE FOLLOWING:

Start Direct Deposit **Cancel Direct Deposit** **Change Direct Deposit**

Contact Information:

Company Name: _____

Contact Name/Title: _____

Current Address: _____

Phone Number: _____

E-mail Address: _____

Date: _____

Signature: _____

Bank Information:

PLEASE INCLUDE A VOIDED CHECK WITH THIS FORM

| | | | |
|-----------------------------------|------------------------------|---|--------------------------|
| <u>Bank Name:</u> _____ | | | |
| <u>Transit Routing No.</u> | <u>Account Number</u> | <u>Checking</u> | <u>Savings</u> |
| ----- | _____ | (Attach a Voided Check) <input type="checkbox"/> | <input type="checkbox"/> |

The following section is for County use only:

| | | | |
|--|-------------------------------|------------------------|----------------------------|
| Date and Time Vendor Contacted: | Phone #/Source | Person/Title # | Fiscal Initials |
| _____ | _____ | _____ | _____ |
| <u>Prenote Pay Date</u> | <u>Entered by/Date</u> | <u>Vendor #</u> | <u>Verified by:</u> |
| _____ | _____ | _____ | _____ |