



Steven M. Neuhaus
County Executive

Department of Finance

Orange County Department of Finance
255 Main St.
Goshen, NY 10924
Phone: 845-360-6666

Authorization is (select one):

☐ New

☐ Change

☐ Opt out of ACH Payment

AUTHORIZATION FORM ELECTRONIC FUNDS TRANSFER (EFT) & AUTOMATED CLEARING HOUSE (ACH)

Dear Vendor:

We are now able to offer you a choice between ACH or check for payment when doing business with Orange County. If you would like to continue receiving a check you do not need to do anything and can disregard this letter. If you would like to start receiving payments by ACH, please provide the information below. Once your letter is completed, please return it to our office.

Supplier/Vendor Name: _____ Contact Name: _____

Address Line 1: _____ Telephone: (____) ____-____

Address Line 2: _____ Fax: (____) ____-____

Address Line 3: _____ Last 4 digits of Tax ID/SSN: _____

City: _____ State: _____ Zip Code: _____

I hereby authorize ORANGE COUNTY to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (select one): ☐ Checking Account ☐ Savings Account indicated below and the depository bank named below to credit and/or debit the same to my account.

Bank Name: _____

Routing/ABA Number: _____

Account Number: _____

One of the following is required in order for this request to be processed (check one):

☐ Voided Check

(no starter checks)

☐ Bank Letter or Specification Sheet

(the signature of your local bank representative MUST be included)

A detail of the invoice(s) being paid will be emailed. Please provide at least one (1) valid email address:

Email #1: _____

Email #2: _____

Authorized Signature: _____

Date: _____

It may take one to two payment cycles before you will receive your first payment by ACH. If you have any questions, please contact our office.

Sincerely,
Karin E. Hablow
Commissioner of Finance