



E-Payment Request Form

Dear Valued Vendor:

The White County Board of Commissioners is now offering e-payments instead of paper checks to all vendors. If you want your payments to be processed via e-payment, please complete the ACH authorization form below and submit to the White County Finance Department at finance@whitecounty.net.

Remittance information along with details of each payment will be emailed to you at the email address you provide on the ACH form. To ensure delivery of remittance emails from White County Board of Commissioners, please add finance@whitecounty.net to your email's "safe" list.

When your payment is made via ACH, funds will be available in your provided bank account on the date listed in your email remittance.

Best Regards,

Jodi Ligon

Finance Director
White Co Finance Department

Lisa Pirkle

Accounting Coordinator
White Co Finance Department

WHITE COUNTY BOARD OF COMMISSIONERS

1235 Helen Highway
Cleveland, GA 30528

ACH AUTHORIZATION FORM

Vendor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Accounting Contact Name: _____ Phone: _____

Email Address for Remittance Advice (**REQUIRED**) _____

Above named Vendor hereby authorizes White County Board of Commissioners to originate e-payments to Vendor's account, as indicated below, for payment/reimbursement for goods and/or services.

BANKING INFORMATION:

Name of Bank Account: _____

Bank Routing Number: _____ Bank Account Number: _____

*If you change banks or accounts please provide at least a thirty (30) day written notice.

Vendor Authorized Name/Title

Authorized Signature

Date

WCBOC Accounts Payable

Date Received:

Date Entered:

Entered By: