



FINANCE AND ADMINISTRATIVE SERVICES

131 W. Margarget Lane, Suite 300
Post Office Box 8181
Hillsborough, North Carolina 27278

Phone (919) 245-2151

AUTHORIZATION FOR VENDOR ELECTRONIC FUNDS TRANSFER (EFT) PAYMENTS

Payee Information: **Payee Tax ID (SSN or FEIN)**

Payee Name: _____

Payee DBA: _____
(Doing Business As, if applicable)

Remittance Address: _____

Remittance City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone #: _____

E-Mail Address: _____

Bank Information:

Bank Name: _____

Bank Address: _____

Bank City: _____ State: _____ Zip Code: _____

Bank Routing # & Account #: Routing Account

Account Name: _____

Account Type
(please check only one) Checking Savings

As an authorized representative of the company, authorization is herein granted to the Orange County Department of Finance and Administrative Services to withdraw funds from the bank account listed above for payments or funds owed to the County in lieu of a printed check. **Please submit the completed form and a copy of a check or a letter from your financial institution, providing confirmation of your account information. The County may prenote to validate the account and routing details, resulting in your initial payment in the form of a paper check. A prenote (or prenotification) is a zero-dollar test to validate the bank account information. Prenotes are sent and verified before direct deposit can be processed.**

Signature of authorized representative

Date

VENDOR #: _____

Munis Updated by: _____