

**Mecklenburg County Finance Department****Page 1: Authorization Agreement for Automatic Deposit (ACH Credits) of Mecklenburg County Payments**

We hereby authorize the Mecklenburg County Finance Department to initiate credit entries to our account, as listed below, in the financial institution named below and authorize the financial institution to credit the same to our account.

We also authorize the Mecklenburg County Finance Department to initiate debit entries if a credit entry is posted in error, as listed below, in the financial institution named below and authorize the financial institution to debit the same to Mecklenburg County's account.

This authority is to remain in effect until revoked by us in writing to the Mecklenburg County Finance Department. Account changes must be reported to the Mecklenburg County Finance Department thirty (30) days prior to the actual change.

\*\*\*Complete all fields in all sections in order for this form to be processed and ACH to be set up.

**Section I: Vendor Information**

Vendor Name and Date		Date
Physical Remit Address That Will Appear on Invoices <sup>1</sup>		
Federal Tax ID of the Vendor Named Above (SSN or EIN)		
Email Address for ACH Payment Notification Prior to Deposit <sup>2</sup>		

**Section II: Banking Information (the institution that the ACH deposit is to be made to)**

Financial Institution Name		
ABA Number		
Account Number		
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

**Section II: Authorization Signature**

Name of Person Responsible for Vendor Finances <sup>3</sup>		
Title		
Signature		
Telephone Number		

1 Even though this form sets up a payment via automatic deposit, the physical remit address must be on the invoice.

2 This is the email address to which a notification of the impending deposit will be sent, with details about the deposit.

3 Owner, Financial Officer, Business Manager, Finance Manager, AR Manager (the person who manages the vendor finances)

## Page 2: International ACH Transactions (IAT) Rules for Vendor Payments

Federal Regulations mandate that Mecklenburg County identify direct deposit payments that it makes to vendors where the **entire** payment amount is sent to a foreign bank account or to a U.S. bank for subsequent transfer of the entire amount of a foreign bank account. The rules are referred to as “**International ACH Transaction (IAT) Rules,**” promulgated pursuant to requirements of the **U.S. Treasury Office of Foreign Assets Control (OFAC)** which oversees payments sent out the United States.

### Vendor Certification

I acknowledge that electronic payments by Mecklenburg County (i.e., direct deposits) to any bank account I have designated must comply with United States Law, as well as the requirements of the **U.S. Treasury Office of Foreign Assets Control (OFAC)**.

Check only one (1) of the boxes below.

I affirm that my direct deposit funds are **NOT** to be transferred by Mecklenburg County to a foreign bank account or to a U.S. bank for subsequent transfer to a foreign bank account. I agree to notify Mecklenburg County Accounts Payable Office immediately if I decide to **change** this instruction.

OR

I affirm that I want **all** of my direct deposit funds to be transferred by Mecklenburg County to a foreign bank account or to a U.S. bank for subsequent transfer to a foreign bank account. I understand that this will prevent me from participating in direct deposit and may delay my check(s). The County will also identify me as an IAT Payee.

Name of Vendor	
Signature	
Date	