



# County of Hamilton

BRIGID KELLY

AUDITOR

County Administration Building

138 East Court Street

Cincinnati, Ohio 45202

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF VENDOR PAYMENTS

### 1. VENDOR INFORMATION

Vendor Name: \_\_\_\_\_

Vendor Tax ID or \_\_\_\_\_

Social Security No. \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

(If Available) \_\_\_\_\_

### 2. FINANCIAL INSTITUTION INFORMATION AND ACCOUNT TYPE

I hereby authorize the County of Hamilton to initiate electronic credit entries and, if necessary, with prior notification to me, debit entries to reverse erroneous credits to my

Checking

\*\*Please select only one

Savings

account indicated below, and to the financial institution named below to credit and/or debit the same to such account.

FINANCIAL INSTITUTION NAME \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ROUTING/TRANSIT NUMBER

ACCOUNT NUMBER

### 3. VENDOR SIGNATURE/DATE

This authority shall remain in full force and effect until the County of Hamilton has received written notification from me of this authority's termination in such time and in such manner as to afford the County of Hamilton and financial institution a reasonable opportunity to act upon it.

NAME \_\_\_\_\_

(MONTH) (DAY) (YEAR)

SIGNATURE \_\_\_\_\_

### 4. CERTIFICATION OF FINANCIAL INSTITUTION

\*We require that you obtain the following certification from an authorized official of your financial institution that the routing/transit number and account information you have completed above is correct

I certify the above routing/transit number and account number are valid and accurate.

NAME \_\_\_\_\_ PHONE    -

SIGNATURE OF AUTHORIZED OFFICIAL OF FINANCIAL INSTITUTION \_\_\_\_\_ (MONTH) (DAY) (YEAR)

TITLE \_\_\_\_\_ DATE

# AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF VENDOR PAYMENTS INSTRUCTIONS

## 1. **VENDOR INFORMATION**

**PRINT CLEARLY** your name, Tax ID or Social Security Number and email address (if available). Notification of direct deposit is sent to you via e-mail (our preferred method), or by US Mail.

## 2. **FINANCIAL INSTITUTION INFORMATION AND ACCOUNT TYPE**

- Direct Deposit will be available for only one (1) account. Please check this in the appropriate box as either for “checking” or “savings.”
- Please fill in the financial institution’s name, city, and state where it is located. If you bank or save at a branch of a financial institution, you may list that branch’s city and state location.
- The “Routing/Transit Number” is the nine (9) digit number found on the bottom left of your check next to your account number. Please fill in the appropriate spaces. For those direct depositing into a savings account, please check with your bank institution to obtain this number.
- Your “Account Number” is up to a thirteen (13) digit number also found on the bottom of your check. For savings account depositors, please check with your bank institution for this number.

## 3. **VENDOR SIGNATURE/DATE**

Please **PRINT CLEARLY** your name, and sign and date below.

## 4. **CERTIFICATION OF FINANCIAL INSTITUTION**

Please obtain a certification from an authorized official of your financial institution that the routing/transit number and account information completed in Section 2 is correct.

## 5. **GENERAL INFORMATION**

Once the direct deposit form is received and entered into our system, it will take 5-7 business days to be approved.

**ORIGINAL form MUST be mailed or hand delivered to:**

**Hamilton County Auditor  
ATTN: Beth Kauffmann  
138 East Court St., Rm. 504  
Cincinnati, OH 45202**

If you have any questions on the instructions, please contact Beth Kauffmann at the Auditor’s Accounts Payable Department at 946-4117. Thank you.