



## COLLIN COUNTY, TEXAS

You can make your banking easier through an ACH Vendor Payment service available from Collin County. With an ACH Vendor Payment, you can choose to have your payments deposited directly into your checking or savings account at your designated bank, savings and loan, credit union, or any other member of an automated clearing house.

### ACH VENDOR PAYMENT SAVES YOU TIME:

- No trip to the financial institution
- No search for parking
- No waiting in teller lines
- No delay in getting cash

### ACH VENDOR PAYMENT IS SAFE:

- No worry about stolen or lost checks
- No worry about forged checks
- No danger of fraud

### QUESTIONS AND ANSWERS

Here are some frequently asked questions and answers:

#### Q. What is ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits your payment directly into your account at any financial institution that is a member of an automated clearing house.

#### Q. Who is eligible for ACH Vendor Payment?

A. At this time, the service is only available to Indigent Defense Attorneys that provide services to Collin County who are now being paid by check through the County.

#### Q. What assurance will I have that my payment is deposited to my account?

A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your deposit slip or check. If it is not the same, please obtain and provide the correct routing number from your financial institution. You will receive a notice of deposit via e-mail from Collin County. The notice will verify that the Collin County Auditor processed your payment. You should verify that the payment was actually deposited into your account after receiving the notice of deposit from Collin County.

#### Q. When will my payment be deposited in my account?

A. Your payment will be available within your account two days following Commissioners Court scheduled meeting. Instead of receiving a check, you will receive an e-mail indicating what invoice(s) were included in the amount that was deposited into your designated account.

#### Q. What safety features are in ACH Vendor Payment?

A. Billions of pieces of data are transmitted successfully across the country every day. This could not be done without numerous checks and balances built into sophisticated programs.

#### Q. What do I do if for some reason my payment is not deposited into my account by the time I receive the notice of deposit from Collin County?

A. All transactions are traceable, simply contact the Collin County Auditor's Accounts Payable Division, and ask them to trace your deposit starting with the originating financial institution.

#### Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

A. There may be a lag of at least one payment to allow for your account setup.

#### Q. What happens if I change financial institutions or wish to cancel ACH Vendor Payment?

A. In the event that you change financial institutions, simply provide the Collin County Auditor's Accounts Payable Division with a new ACH Vendor Payment Authorization Agreement and either a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers. Until your account setup has been completed, you will receive your checks by mail. If you wish to cancel ACH Vendor Payment, simply notify the Collin County Auditor's Accounts Payable Division in writing at least ten business days in advance of the next payment date.

#### Q. Can I join ACH Vendor Payment at a later date?

A. You may participate at any time in the future. Complete the ACH Vendor Payment Authorization Agreement and forward it with a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers to the Collin County Auditor's Accounts Payable Division. Processing will take approximately ten working days. In the interim, you will continue to receive your checks by mail.

#### Q. How do I sign up for the ACH Vendor Payment?

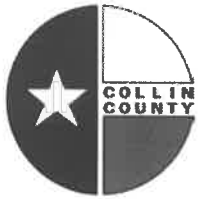
A. Just follow these simple steps:

- Complete the ACH Vendor Payment Authorization Agreement on this brochure.
- Obtain financial institution routing number from the ACH Coordinator at your financial institution.
- Attach deposit slip, voided check, or other financial institution documentation with account and routing numbers.
- Send the agreement and account information to:

Collin County Auditor's Office  
Attn: Accounts Payable  
2300 Bloomdale Rd. Ste. 3100  
McKinney, TX 75071

If you have any questions about ACH Vendor Payment, contact the Collin County Auditor's Accounts Payable Division at 972-548-4731

## ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT



I authorize Collin County and the financial institution listed below to deposit my payment automatically into my account. If Collin County erroneously deposits funds into my account, I authorize Collin County to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current payment. This authorization will remain in effect until Collin County has received written notification from me of its termination and Collin County has had reasonable opportunity to act on it. I understand that any rejects of deposits from my financial institution that are no fault of the Collin County Auditor's Office, terminates my ACH Vendor Payment Agreement. I further understand that a notice of deposit resulting from this process will be mailed to me by Collin County. Participants may only change twice in a 12 month period.

<b>Name of Payee/Company</b>		<b>Financial Institution Name</b>	
<b>Company Address</b>		<b>Financial Institution Address</b>	
<b>Contact Telephone</b> _____ <b>Fax Number</b> _____		<b>Financial Institution Routing Number</b>	<b>Telephone</b>
<input type="checkbox"/> <b>Tax Identification Number</b> <input type="checkbox"/> <b>Social Security Number</b> _____		<b>Account Number</b>	<b>Type of Account</b> <input type="checkbox"/> <b>Checking</b> <input type="checkbox"/> <b>Savings</b>
		<b>Action (check one)</b> <input type="checkbox"/> <b>Start</b> <input type="checkbox"/> <b>Cancel</b> <input type="checkbox"/> <b>Change</b> <b>Effective Date:</b> _____	
<b>Email Address</b>	<b>Print Name &amp; Title of Authorized Official</b>	<b>Authorized Signature</b>	<b>Date</b>
<b>THIS SECTION COMPLETED BY AUDITORS OFFICE</b>  <b>DATE RECEIVED:</b> _____  <b>DATE ENTERED:</b> _____  <b>ENTERED BY:</b> _____  <b>APPROVED BY:</b> _____ <b>Vendor ID#</b> _____		Submit Deposit Slip, Voided Check, or other Financial Institution Documentation with Correct Account and Routing Numbers HERE.	