



**COUNTY OF PRINCE WILLIAM**  
**Office of Housing and Community Development**

**ACH Payments**  
15941 Donald Curtis Drive, Suite 112  
WOODBRIDGE, VA 22191  
Fax (703) 792-4386 (703) 792-7963  
<http://www.pwcgov.org/Housing>

You may return this completed form to the above address for processing.

FINANCE DEPARTMENT  
Accounting Division  
Internal Use Only:

Vendor # \_\_\_\_\_

Entered by (initials) \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your interest in the Prince William County (PWC) ACH payment program. ACH payments are electronically deposited directly into your bank account, saving you the time and cost of waiting for the mail and depositing checks. This program is free, fast, secure and easy. It is available to all registered Prince William County vendors and employees. If you have any questions regarding your electronic payment, please call (703) 792-7963. You may FAX your information to 703 792-4386 or e-mail to [wwilkins@pwcgov.org](mailto:wwilkins@pwcgov.org).

**Vendor Agreement – Automated Clearing House (ACH) Credits**

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

SSN/ EIN \_\_\_\_\_ Remit Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I (Vendor) hereby authorize Prince William County Government, hereinafter called PWC, to initiate credit entries to my Checking Account  Savings Account  (select one) at the depository financial institution named below, hereinafter called Depository, and to credit the same to such account.

Nine-digit ABA routing number\* \_\_\_\_\_ These numbers are the first nine numbers in the bottom left-hand corner of your checks or savings deposit slip. Note: Some savings deposit slips may have a different ABA number than bank checks. *\*See below for certain banks' routing numbers.*

Account number \_\_\_\_\_ These numbers are the next group of numbers on the bottom of your check. Please include all the zeros preceding the numbers!

**PLEASE ATTACH A VOIDED CHECK OR A COPY OF A CHECK.** *\*Savings deposit slips ABA routing number should be verified in writing before attaching. For Bank of America or SunTrust Bank checks, please note the "ACH RT number and use that for the bank routing number.*

**A statement from your bank, on bank letterhead, with account information will substitute for a voided check.**

**Check or statement is not needed for employees if deposited in Payroll Direct Deposit account.**

If PWC funds to which I (Vendor) am not entitled are deposited in my account, I (Vendor) authorize PWC to direct the Depository to return those funds. I (Vendor) acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law and the rules set forth by the National Automated Clearing House Association (NACHA).

This authorization is to remain in full force and effect until PWC has received a notice of termination from me, or a vendor representative, in such time and in such manner as to afford PWC a reasonable opportunity to act on it. I (Vendor) further acknowledge that any remittance information associated with payments that I (Vendor) receive will be made available to me through a Notification of Payment sent by PWC to the email address designated by me (Vendor).

Does your company receive any remittance that may be considered confidential, such as patient information protected under HIPAA?

Please check: Yes  No

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Eprocurement User Name (optional) \_\_\_\_\_

Permanent Email address for Notification of Payment \_\_\_\_\_

(This email address should be a company specific email, such as [accountsreceivable@company.com](mailto:accountsreceivable@company.com) unless PWC employee, then [employeename@pwcgov.org](mailto:employeename@pwcgov.org).)

Contact Name (for email) \_\_\_\_\_ Telephone \_\_\_\_\_