



**AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSITS
(ACH CREDITS)**

Name or Company _____

Address _____

City State Zip Code

Email Address _____

Telephone Number _____ Tax ID Number _____

Social Security or Fed ID #

I hereby authorize the Allegheny County Board of Education to initiate credit entries to the bank account at the financial institution indicated below and to credit the same to such account

Signature _____ Date _____

**ATTACH A VOIDED CHECK FOR THE ACCOUNT YOU
WANT TO RECEIVE THE DIRECT DEPOSIT**

In the event that the Accounts Payable Department notifies the Bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct the bank named above to return said funds to the Allegheny County Board of Education Accounts Payable Department as soon as possible.

Forward a completed and signed form to the Finance Office by one of the following methods:

Mail to: Allegheny County Board of Education
Finance Office
Attn: Amy Williams
108 Washington Street
Cumberland, MD 21502

Fax to: (301) 759-2017

Email to: finance@acps.k12.md.us

Questions - Contact Amy Williams at (301) 759-2010

For Official Use Only:

Vendor Number _____ Name _____

(Finance Office Approval)

Date

Vendor Updated

Date