



Linda Douglass

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New Direct Deposit/ACH Vendor Payment Program!

You can make banking easier through the new Direct Deposit / ACH Vendor Payment Program made available by Guadalupe County. Through this program, you can choose to have your payments deposited directly into your checking account at your designated bank, savings and loan, or credit union. This program is part of our efforts to reduce the volume of checks issued through Accounts Payable.

Benefits to you:

1. ACH payments will eliminate mail delays, U.S. Postal Service can take seven to ten days.
2. ACH payments will be deposited to your account within three days of Commissioners Court approval.
3. You will receive an electronic remittance advice with the same detailed information as on a check stub.
4. Save time by not traveling to the bank or waiting in lines to deposit your check.
5. Certainty of delivery, no more lost or stolen checks.
6. Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

Program Conditions:

In order to effectively administer this program, the following conditions must be met by the vendor:

- Contact your financial institution to ensure they can process ACH credit transactions.
- Complete the Vendor ACH Payment Form.
Important: attach a voided check or letter from your financial institution with routing and account number. An email address must be included for the process to be completed.
- Forward the completed and signed form and voided check/ letter from your financial institution by mail to the address above, email to treasurer@co.guadalupe.tx.us or fax your completed form to 830-303-5757.
- The ACH will be processed to only one (1) account as identified on the Vendor ACH Form. The first payment will be a "pre-note" which is in essence a practice run to verify the bank information.
- If a vendor/business closes its account with one financial institution and opens an account with another financial institution, they must notify the Guadalupe County Treasurer's Office immediately by submitting a new/updated Vendor ACH Payment Form with a **voided check or letter from financial institution.**

Join today and be part of our e-payment system and help us go green!



Submit to: **Guadalupe County Treasurer's Office**

Finance Building, 2nd Floor
307 W. Court St., Suite 206, Seguin, TX 78155

Office: (830) 303-8868

Fax: (830) 303-5757

Vendor Direct Deposit / ACH Authorization Form

Payee/Vendor Information

Effective Date: _____ New Setup Cancel/Stop Change Information

Company Name: _____

Contact Name: _____

SSN or EIN: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Remittance Advice Email Address: _____

Financial Institution Information (include a voided check or letter from your financial institution)

Bank Name: _____

Bank Address: _____

ABA Routing Number: _____

Account Number: _____

I certify that the information provided on this form is correct. I authorize Guadalupe County, Texas, herein after called COUNTY, to direct deposit to the financial institution designated above and to initiate, if necessary, any debit entries and adjustments for any credit entries in error. This authorization is applicable to all payments issued to the above-named payee by COUNTY under the designated EIN or SSN. The authorization is to remain in full force and effect until COUNTY has received written notification from me of its cancellation in such time and in such manner as to afford COUNTY and Financial Institution named above a reasonable opportunity to act on it. **I understand that failure to provide completed and accurate information or notify COUNTY of any bank account changes may result in my payment being delayed or that my payment may be erroneously transferred electronically.**

Print Name _____

Date _____

Authorized Signature _____