



## Vendor ACH Authorization Form

### 1. Please Check One:

New ACH

Change ACH

Cancel ACH

### 2. Vendor/Payee Information

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

Address: \_\_\_\_\_

Contact Name (if other than payee): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### 3. Financial Institution Information

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Nine-Digit Bank Routing/Transit Number (ABA): \_\_\_\_\_

Type of Account:  Checking  Money Market

**4. Approvals/Authorizations** – I certify that the information provided on this form is correct, and I hereby authorize Turf Equipment and Supply Company to electronically deposit payments to the bank account designated above. It is my responsibility to notify Turf Equipment and Supply Company Accounts Payable (accountspayable@turf-equipment.com or (410) 799-3951) immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify Turf Equipment and Supply Company in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until Turf Equipment and Supply Company has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Information

Please return completed form via email: [accountspayable@turf-equipment.com](mailto:accountspayable@turf-equipment.com) or mail to:

Turf Equipment and Supply Company

Attn: Accounts Payable

8015 Dorsey Run Road

Jessup, MD 20794

### For Accounts Payable Use Only

AP Reviewed and Approved: \_\_\_\_\_

Date: \_\_\_\_\_