# PRINCE GEORGE'S COUNTY MARYLAND OFFICE OF FINANCE ELECTRONIC DISBURSEMENT NOTICE

**Dear County Business Partner:** 

The County is pleased to announce an initiative to receive future invoice payments electronically through the Automated Clearing House (ACH) Payment System. Payments can be posted directly to your business bank account. Our Accounts Payable Section will e-mail a separate advice to detail the paid invoice(s) information and to confirm the transmission date so that you can update your financial records. The County reserves the right to reverse - without prior notice - any erroneous transmissions.

As mandated by PGC CB-74-2016, effective April 1, 2017, it is required for vendors to enroll in the Automated Clearing House (ACH) or a similar electronic payment system with the County. You must also bank with a financial institution capable of processing these electronic transfers.

To enroll in this new program, please complete the enclosed Authorization for Electronic Funds Disbursement form. After the validation and processing of your form is complete (approximately 60 days after receipt), you can expect electronic payments at the designated bank until you advise us in writing to stop payments. If you are currently enrolled in the ACH Payment System and seek to update your bank information, please complete a form requesting us to "STOP" the use of existing information and a separate form requesting us to "START" the use of updated information.

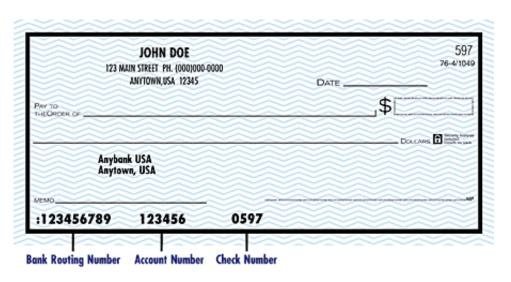
Keep a copy for your records and forward the original completed form to:

PRINCE GEORGE'S COUNTY, MARYLAND OFFICE OF FINANCE – ACCOUNTS PAYABLE 1301 MCCORMICK DRIVE, SUITE 1100 LARGO, MD 20774

If you have any questions or concerns, please contact our Accounts Payable Department by email (pgcap@co.pg.md.us) or telephone (301.952.5025). Thank you and we look forward to working with you.

Sincerely, Robert I. Morgan Disbursements Manager

## USE THIS SAMPLE CHECK FORMAT AS A GUIDE TO DETERMINE THE ACCOUNT NUMBER AND THE NINE-DIGIT ROUTING NUMBER



### PRINCE GEORGE'S COUNTY MARYLAND

OFFICE OF FINANCE - ACCOUNTING DIVISION 1301 MCCORMICK DRIVE, SUITE 1100 LARGO, MD 20774

Voice: 301.952.5025 Fax: 301.952.3529 Email: pgcap@co.pg.md.us

#### AUTHORIZATION FOR ELECTRONIC FUNDS DISBURSEMENT

#### PRIVACY ACT STATEMENT

The following information is being provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used to start/stop payment data by electronic means to the referenced financial institution. Failure to provide correct or complete information may delay or prevent the receipt of payments through the Automated Clearing House Payment System. (April 2004)

VENDOR/PAYEE INFORMATION				
Action: Start Stop	Federal TIN/SSN			
Legal Name	Business Name (if different)			
Address				
Remittance Address (if different)				
Contact	Title			
VoiceEmail		Fax		
FINANCIAL INSTITUTION				
Name of Bank	Account Title			
Address	City	State	_ Zip	
Contact	Telephone			
Account Number	Checking	Savi	ings	
Nine-digit Routing No:				
CONDITIONS AND AUTHORIZATION				
I acknowledge that this form has been completed to the best of my knowledge. I understand that in the event of an erroneous payment, the County reserves the right to reverse a transfer and further understand that failure to provide accurate information could result in a forfeit of this payment method. I certify that I am a Contractor with the County and that I will provide the County with my vendor number on all correspondence. I must communicate any changes in the financial institution(s) or account(s) to the County within thirty (30) days of the new information becoming effective. I understand that this payment method is governed by County policy that may periodically change without prior notice. I hereby authorize Prince George's County to electronically transfer payments due to the referenced business enterprise for goods or services rendered to the County.				
Officer Name	Title			
Signature	Date			
OFFICIAL USE ONLY				

OFFICIAL USE ONLY			
Vendor No	Processor	Date	