

**Palm Beach State College  
ACH Payment Authorization**



**Return completed form to:**  
Palm Beach State College  
Purchasing Department, MS#27  
4200 Congress Avenue  
Lake Worth, FL 33461

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*(This form is not for use by Palm Beach State College employees or students)*

Payee ID Vendor # \_\_\_\_\_  
(if known)

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

FEIN/SSN: \_\_\_\_\_

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

Is this a request to change account information?

Yes \_\_\_\_\_ No \_\_\_\_\_

Bank Ph. #: \_\_\_\_\_

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

Bank Fax #: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

9-Digit Bank Routing #: \_\_\_\_\_

\_\_\_\_\_

Deposit Account #: \_\_\_\_\_

**CONTACT INFORMATION**

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

❖ Payments will be made under this authorization using the CTX format with addenda records. The addenda records give remittance information about the payment. You must make arrangements with your bank to receive this information.

Phone #: \_\_\_\_\_

❖ To expedite this request, please attach a voided check.

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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❖ These payment instructions are authorized and terms and conditions for EFT payments are accepted by:

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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**Terms and Conditions:** A valid email address is required and it is the vendor's responsibility to ensure the email address is correct and current. Only one email address can receive ACH payment notices. Palm Beach State College will not send paper notifications of payment activity to the vendor. When a payment is processed, an email notification will be sent to the email address provided and the notification will include a limited payment description (e.g., invoice number).

An authorized representative of the payee must make any changes to the information provided on this form in writing. Changes to account information will cause the original authorization to be immediately inactivated and the new account information will be processed as described above. The authorization will remain in effect until withdrawn in writing with sufficient notice to Palm Beach State to allow adequate time to effect termination. Palm Beach State will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on the Electronic Payment Authorization form. This form authorizes the District Board of Trustees, Palm Beach State College, to initiate credit entries and, if necessary, a reversing entry in accordance with NACHA rules Article II, Sections 2.4 and 2.5 in order to correct a credit entry made in error. This entry is made without prior notice to the payee and only if the entire amount of the payment is not due to the payee. The reversing entry can be initiated only within five (5) banking days of the deposit effective date.