



## DUTCHESS COUNTY

Comptroller's Office, 4<sup>th</sup> Floor  
22 Market Street  
Poughkeepsie, NY 12601  
Phone: (845) 486-2050 Fax: (845) 486-2055

### DIRECT DEPOSIT VIA ACH (ACH CREDIT)

**Check all that apply:**     Begin Deposit     Change information

I have provided information for my account below.

I (we) hereby authorize Dutchess County to electronically credit my (our) account (and, if necessary, to electronically debit my (our) account to correct erroneous credits). I (we) agree that ACH transactions I (we) authorize comply with all applicable law.

**Account Information:**

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

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

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking Account     Savings Account

Name(s) on the Account \_\_\_\_\_

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

Please Note: this email address will be used for payment notifications.

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

**Please provide contact information if there are problems with deposits to this account:**

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

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

I (we) understand that this authorization will remain in full force and effect until I (we) notify Dutchess County in writing to the address above that I (we) wish to revoke this authorization. I (we) understand that Dutchess County requires at least 2 weeks prior notice in order to cancel this authorization.

Name(s) \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Signature(s) \_\_\_\_\_