## ALANYC FULL SERVICE ACH DEPOSIT ENROLLMENT FORM

To enroll in Full Service ACH Deposit, simply fill out this form and give it to the Financial Officer. Attach a blank voided check for each checking account - <u>not a deposit slip</u>. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.

Checking Account # (Always between these 2 marks)	John Q. Public Jane Q. Public III Main Street Anytown, USA 12345 Pay To The Order Of	Date	<u>0101</u>	
Routing/Transit # (A 9-digit number always between	MAIN STREET BANK Bit Main Street Anytown, USA 12145		DOLLARS	Check # (not needed for sign up
	1012345578 123455789	(0101)		×

## Important! Please read and sign before completing and submitting.

I hereby authorize the ALANYC to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by the ALANYC to my accounts. In the event that the ALANYC deposits funds erroneously into my account, I authorize the ALANYC to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the ALANYC and Bank have received written notice from me of its termination in such time and in such manner as to afford the ALANYC and Bank reasonable opportunity to act on it.

Sig	nature:	Date:
Асс 1.	ount Information Bank Name/City/State:	
	Routing/Transit #:	Account Number:
	Checking Savings	

Name