

Accounts Payable ACH Authorization

New Application
 Change Bank
 Cancel Authorization

I authorize Metropolitan Community College to deposit automatically to the account(s) specified below payment(s) by initiating credit entries to my account(s) electronically or by any other commercially accepted method and, I authorize the financial institution(s) named below to credit the same to my account(s). Accounts Payable must be notified of any account changes five days before effective date change. This will ensure proper deposit of your funds.

You must be an owner or co-owner of an account in order to electronically transfer funds into that account. Service charges may be associated with your account(s). Contact your financial institution to determine these charges.

Accounts Payable will notify you, via email, with date and amount of deposit. Please note that any "spam blockers" within your email system may prevent our computer-generated remittance email from being received. Should you have any email issues, please resolve with your information technology department (IT). Contact Helen Jones at (816) 604-1113 or Helen.Jones@mcckc.edu should you have questions on how to complete the form.

SECTION I- Company Information	
Customer Name	
Mailing Street/PO Box Address	
City, State, Zip Code	
Federal Tax I.D or Social Security #	
Contact Name	
Contact E-mail	
Remittance E-mail	
Phone Number	
Fax Number	
SECTION II- Financial Institution Information	
Financial Institution Name (As it appears on acct)	
Branch Address	
Name of Bank Account Holder (as it appears on account)	
ABA/Transit Routing Number	
Account Number	
Signature	Date

Please print this document and fax to 816-759-1221