



METROPOLITAN COMMUNITY COLLEGE

Blue River | Longview | Maple Woods | Online | Penn Valley

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). The Procurement & Contract Services Department 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 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 the Procurement & Contract Services Department at (816) 604-1100 or procurement.info@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 ID or Social Security Number	
Contact Name	
Contact Email	
Remittance Email	
Phone Number	
Fax Number	
SECTION II – Financial Institution Information	
Financial Institution Name (as it appears on account)	
Branch Address	
Name of Bank Account Holder (as it appears on account)	
ABA/Transit Routing Number	
Account Number	
Signature:	Date:

Please email this document to procurement.info@mcckc.edu or fax to (816) 759-1221.