



Albuquerque Bernalillo County Water Utility Authority

Finance Department

SUPPLIER AUTHORIZATION PAYMENT (ACH) FORM

PLEASE READ AND CAREFULLY FOLLOW THE INSTRUCTIONS ACCOMPANYING THIS FORM

Type of Request:

- New ACH Set Up
- Change Current ACH Account
- Cancel ACH Enrollment
- Entity Name or Tax ID Change (Changes require submission of updated W-9 Form)

ABCWUA/Vendor Information:

ABCWUA Vendor ID: *(Leave blank if unknown)* Entity Legal Name: Federal Tax ID Number or Social Security Number:

Contact Name & Title: Contact Email Address: Contact Phone Number:

Financial Institution Information:

Financial Institution's Name: Financial Institution's City: Financial Institution's Contact Name:

Financial Institution's Routing/ABA Number: Financial Institution's Account Number: Account Type – Checking Accounts Only

Signature Line:

Authorized/Delegated Official Name & Title (Print): Authorized/Delegated Official Email: Authorized/Delegated Official Phone Number:

Authorized/Delegated Official Signature: Date:

THIS FORM MUST BE SIGNED AND DATED BY AN AUTHORIZED SIGNOR/DELEGATE ON ENTITY'S BANK ACCOUNT

Signature above signifies acceptance of the terms and conditions in the agreement on the next page.

A letter from your banking institution on bank letterhead must accompany this form. Send completed form and required additional information to the email address or physical address below:

Attention: Accounting Division

Email: achreq@abcwua.org

Mail: PO Box 568
Albuquerque, NM 87103

Phone: (505) 289-3270

All other ACH forms are invalid and will not be accepted

INSTRUCTIONS

Type of Request:

This form will start, change, or stop electronic payments for all payments received by you from the Albuquerque Bernalillo County Water Utility Authority (ABCWUA). Please indicate the type of request this form will be. Form will be void if boxes are left blank. If the form indicates an entity name change or a Tax ID change (TIN), a new W-9 form must be completed and submitted to ABCWUA. Allow 10 days for processing. ABCWUA will provide an emailed electronic remittance advice listing the invoice numbers and dollar amounts deposited into your account to the email address provided above.

Financial Institution Information:

Enter all information related to your financial institution. Do not leave any information blank. Blank information will void the form and electronic payment additions or changes will not be made. In addition to the information provide on the form, this form must be accompanied with a letter from your banking institution providing the ABA and Account numbers. Letter must be on banking letterhead and signed by Banking Officer. Banking Officer's name and contact information must be printed on the letter.

Signature Line:

This form must be signed and dated by an authorized signor/delegate on your financial institution's account. Please provide name, title, email, and phone number of the authorized signor of this form.

Special Note:

Please ensure your electronic payment has stopped before closing your account. Otherwise, the funds will be returned to ABCWUA and cause a delay before you receive your payment.

AGREEMENT

I hereby authorize and request the Albuquerque Bernalillo County Water Utility Authority to initiate credit entries and, if necessary, initiate debit entries in accordance with NACHA rules reversing a credit entry made in error to my account at the financial institution named. The electronic payment data remains in effect until withdrawn by:

- a) Written notification to the Water Authority;
- b) Death, legal incapacity, or corporate dissolution;
- c) The financial institution or
- d) Albuquerque Bernalillo County Water Utility Authority

The Albuquerque Bernalillo County Water Utility Authority will not be responsible for any loss that may arise by reason of error, mistake, or fraud on information provided on this Supplier Authorization Payment Form.