



ELECTRONIC FUNDS TRANSFER ACH REQUEST FORM

New Request Revision

Section I – VENDOR INFORMATION					
Business Name					
Contact Person					
Phone Number	()	Email			
Section II – BANK INFORMATION Checking Account <input type="checkbox"/> or Savings Account <input type="checkbox"/>					
Bank Name					
ABA Routing Number for ACH Transmissions¹					
Bank Account Number					
Old Bank and Account No. (Revision Requests Only)					
Bank Address					
City		State		Zip Code	
Bank Contact Person					
Email Address					
Phone Number	()	Fax Number	()		
Section III – VENDOR AUTHORIZATION FOR ACH TRANSMISSION					
Name of Requestor & Title					
Signature		Date			
Section IV – TJPA AUTHORIZATION FOR ACH TRANSMISSION					
Finance Authorization					
Date		TJPA Vendor Number			

¹ Please confirm the proper routing number for ACH transfers with your bank to avoid delays in or rejection of payments.