



## Enrollment/Cancellation/Revision ACH Form Bernalillo County

The Vendor ACH Enrollment Form is for existing Bernalillo County vendors only. With Electronic Funds Transfer (EFT), payments will be electronically deposited into your company's designated bank account through ACH (Automated Clearing House). Upon receipt of the form, an Accounts Payable employee from Bernalillo County may contact your company for verification. In addition, please submit a voided check or bank authorization letter with your completed form.

**Please mail, fax, or email forms to:**

Bernalillo County, One Civic Plaza NW, 10<sup>th</sup> floor, Albuquerque, NM 87102  
 Fax: (505) 468-7201  
 Email: [accountspayable@bernco.gov](mailto:accountspayable@bernco.gov)

<b>Company Name</b>	
<b>Bank Name</b>	
<b>Bank Address</b>	
<b>City, State, &amp; Zip Code</b>	
<b>Account Type</b>	<b>Checking</b> <input type="checkbox"/> <b>Savings</b> <input type="checkbox"/>
<b>Routing Account Number (9 digit number)</b>	
<b>Account Number</b>	

*I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize Bernalillo County to electronically deposit payments to the designated bank account. This authorization remains in full force until Bernalillo County receives written notification requesting a change or cancellation.*

<b>Printed Name:</b>	
<b>Authorized Signature:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Date:</b>	

<b>Reason Type</b>	<b>Enrollment</b> <input type="checkbox"/> <b>Revised</b> <input type="checkbox"/> <b>Cancel</b> <input type="checkbox"/>
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**Office Use Only**

<b>Approved by:</b>	<b>Entered By:</b>	<b>Date:</b>
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