



**AUTHORIZATION AGREEMENT  
FOR DIRECT DEPOSITS  
(ACH CREDITS)**

Name or Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City State Zip Code

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Tax ID Number \_\_\_\_\_  
Social Security or Fed ID #

I hereby authorize the Allegheny County Board of Education to initiate credit entries to the bank account at the financial institution indicated below and to credit the same to such account

\_\_\_\_\_  
Signature Date

**ATTACH A VOIDED CHECK FOR THE ACCOUNT YOU  
WANT TO RECEIVE THE DIRECT DEPOSIT**

In the event that the Accounts Payable Department notifies the Bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct the bank named above to return said funds to the Allegheny County Board of Education Accounts Payable Department as soon as possible.

Forward a completed and signed form to the Finance Office by one of the following methods:

Mail to: Allegheny County Board of Education  
Finance Office  
Attn: Amy Williams  
108 Washington Street  
Cumberland, MD 21502

Fax to: (301) 759-2017

Email to: [finance@acps.k12.md.us](mailto:finance@acps.k12.md.us)

Questions - Contact Amy Williams at (301) 759-2010

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For Official Use Only:

Vendor Number \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Finance Office Approval)

Date

Vendor Updated

Date