

Electronic Funds Transfer Authorization Form

Yavapai County–Finance Department

1015 Fair Street Room 221, Prescott, AZ 86305 • Phone: (928) 771-3238 • Fax: (928) 771-3506

Please complete Sections 1, 2, 3 and 4 below.

SECTION 1	Transaction Type – Check the applicable transaction(s). New EFT Setup <input type="checkbox"/> Change Account Type <input type="checkbox"/> Change Account Number <input type="checkbox"/> Change Financial Institution <input type="checkbox"/> If you are requesting a <i>Cancellation</i> , please check the box below and complete Section 2, 3, and 5 Cancellation Request <input type="checkbox"/>
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SECTION 2	PAYEE IDENTIFICATION
	1. Federal Employer's Identification Number (EIN) _____ Or Social Security Number (SSN) _____
	Disclosure of your social security number is voluntary pursuant to 42 U.S.C. 405(c)(2)(C).* Yavapai County will use your SSN or EIN to file required information returns with the Internal Revenue Service.
	2. _____ 3. _____ Payee's Name (Provider) Business Phone (Area code and number)
	4. _____ 5. _____ Address City State Zip Code
	6. Email address: _____ <small>Email address must be completed to receive notification of EFT. Contact Finance at 928-771-3238 if you have problems receiving email notifications.</small>

SECTION 3	AUTHORIZATION FOR SETUP, CHANGES, OR CANCELLATION	
	7. I authorize Yavapai County to process payments owed to me via Electronic Funds Transfer (EFT) deposits. Yavapai County shall deposit the EFT payments in the financial institution and account designated below. * I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of this form may be delayed or erroneously processed.	
	If amounts are deposited electronically in error, then I authorize Yavapai County to withhold payment owed to me by them until the erroneous deposited amounts are repaid or a refund check will be submitted to Yavapai County. If I decide to change or revoke this authorization, I recognize that I must forward such notice to Yavapai County, Finance Department, 1015 Fair Street Room 221, Prescott, AZ 86305. Any change or revocation is effective after 10 business days upon receipt of a revised request.	
	I authorize Yavapai County to stop making electronic transfers to my account without advance notice. I certify that I am authorized to contract for the entity receiving deposits, pursuant to this agreement, and that all information provided is accurate.	
8. Signature (Required)	9. Title:	10. Date

SECTION 4	FINANCIAL INSTITUTION
	11. Bank Name: _____
	12. Bank Address: _____
	13. City: _____ State: _____ Zip Code: _____
	14. Routing transit number: _____
15. Checking account number: _____ A voided check must be attached.	

Section 5	CANCELLATION
	16. Reason: _____ 17. Date: _____

SECTION 6	YAVAPAI COUNTY USE ONLY	
	18. Email address verified: _____	(initials)
	19. OS setup completed: _____	(initials)
	20. Effective begin date: _____ / _____ / _____	
	21. Prenote attached: _____	(initials)
	22. Prenote changed: _____	(initials)
	23. Comments: _____	