



5333 15<sup>th</sup> Ave S. Ste 1K, Seattle, WA 98108 | Phone: (206) 767-8223

## AUTOMATED CLEARING HOUSE (ACH) REQUEST FORM

### **Vendor Information:**

Vendor Name: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

Remittance City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Banking Information:**

Vendor's Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Bank Contact Name: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Account Type

(please check only one)

Business Checking

Business Savings

Personal Checking

Personal Checking

### **Vendor's Authorization:**

Please sign below to confirm that you are authorizing Denise Louie Education Center to begin transferring payments for your invoices to the account mentioned above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

( ) \_\_\_\_\_

Phone Number

Date

Please submit the completed form and upload a copy of a voided check or a letter from your bank providing confirmation of your account information.