



**DISTRICT FINANCE DEPARTMENT  
ACCOUNTS PAYABLE  
ACH AUTHORIZATION AGREEMENT FOR VENDORS**

The West Valley-Mission Community College District offers ACH to Vendors for payment. Please carefully read the information below:

1. To initiate the ACH setup fill out the agreement, then email to District Finance at **invoice@wvm.edu**. A follow up call will be made to confirm your submission.
2. Any changes to your banking information requires a new form to be completed and emailed to the District Finance at **invoice@wvm.edu**.

New

Change

Cancel

I hereby authorize West Valley-Mission Community College District to initiate credit entry to the bank named and account listed below:

Bank Name: \_\_\_\_\_

Checking

Savings

Bank Routing (ABA) #: \_\_\_\_\_

Account #: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_ Email Remittance: \_\_\_\_\_

This authority is to remain in full force and effect until West Valley-Mission Community College District has received written notification from the vendor on its termination in such time (ten days) and in such manner as to afford West Valley-Mission Community College District and the institution(s) a reasonable time to act on it. The vendor certifies that the information provided on this form is true and correct and hereby authorize West Vally-Mission Community College District to use the above information in direct conjunction with the ACH program.

Printed Name: \_\_\_\_\_

TIN Number: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_