



West Valley - Mission
Community College District

DISTRICT FINANCE DEPARTMENT
ACCOUNTS PAYABLE
ACH AUTHORIZATION AGREEMENT FOR EMPLOYEES

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

1. To initiate the ACH setup fill out the agreement, then submit to District Finance via interoffice mail or in person.
2. Any changes to your banking information requires a new form to be completed and submitted to District Finance via interoffice mail or in person.

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 #: _____

Account 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 employee 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 employee 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.

Employee Name: _____
(Print)

Employee ID: _____

Phone Number: _____

Employee Signature: _____

Date: _____

For security purpose do not mail this form
Submit to District Finance Office