

MEMORANDUM

TO: All Sports Officials and Personnel

FROM: Deborah Heppes

Assistant Superintendent for Finance

DATE: School Year 2020 - 2021

RE: Payments via ACH

The Orange-Ulster BOCES recently undertook a new initiative to pay vendors via an Automated Clearing House (ACH deposit) of funds to banks of their choice. This is similar to direct deposit for payroll. Our goal is to expedite the process of you receiving your payments.

In order to receive your payments going forward, you must:

- a) complete the ACH Processing Authorization Agreement (attached)
- b) if a joint account, both parties must sign the Authorization Agreement
- c) attach a voided check or written confirmation from your bank including bank name, your name, routing number, and account number
- d) provide an email address for ACH confirmations, if you would like to receive notifications that an ACH has been sent to you
- e) forward to the Orange-Ulster BOCES Business Office, attention Adrianna Andrade (Treasurer), for processing at: adrianna.andrade@ouboces.org.

After the required information is received by the Business Office, we will make the necessary arrangements to deposit your funds to your bank(s) of choice. It is your responsibility to notify the Business Office, in writing, two (2) weeks prior to the pay date, if you have any changes to your Bank or your Bank Account Number.

If you have any questions, please feel free to contact Heather Walsh in the Athletics Department, at 291-0100, ext. 10692.



ACH PROCESSING

* AUTHORIZATION AGREEMENT*

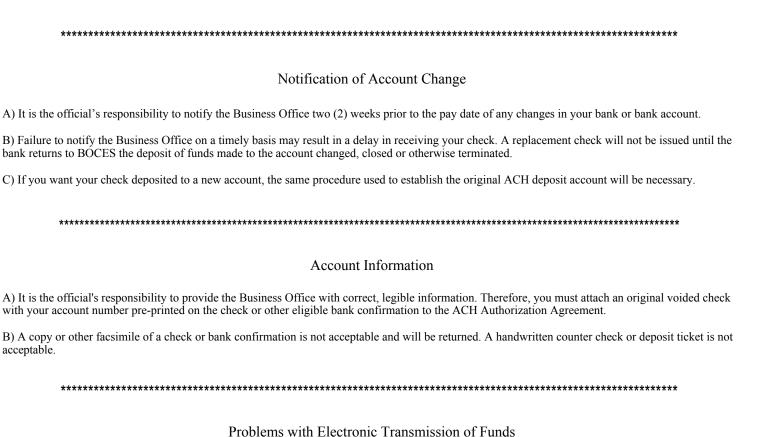
I hereby authorize Orange-Ulster BOCES to deposit the balance owed to me directly to the banks or financial institutions, up to four choices indicated below, hereinafter called Bank, and authorize Bank to credit such amounts to:

BANK NAME	ACCOUNT TYPE		ACCOUNT #	ROUTING #	PERCENT OR \$ AMT
*******	******	****	******	******	*****
A) By signing this form, the official nstitution, to debit the account, upowhich was deposited to the account any other lawful means to retrieve p B) This authorization shall remain in the remaindance of the account and the second shall remain in the remaindance of the second shall remain in the remaindance of the second shall remain in the second shall remain shall remain in the second shall remain in the second shall remain shall	n notice to the account own in error or by mistake. This ayments to which the offic a full force and is effective	ners, in s mean ial is n until (order to recover any pays of recovery shall not proof entitled. Orange-Ulster BOCES has	ments to which the official was event the Orange-Ulster BOC is received written notification	as not entitled, ES from utilizing from me of its
Official Name (print)			Joint Tenant Name (p	rint)	
Signature	Da	ate	Signature		Date
Department/ Office (Print)			Email Address		
*********	******	*****	********	******	******
Attach a voided check, for check processing and verification. For	•		•		sit for our
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PLEASE STAPLE YOUR
VOIDED CHECK
OR BANK CONFIRMATION HERE



RULES AND REGULATIONS ACH Deposit Accounts



A) It is the official's responsibility to notify the Business Office, if the pay amount is not received by your bank or financial institution, or if the pay

B) If the reason for the problem lies with the employee's bank, then it is the official's responsibility to see that the problem is resolved with their bank.

C) A replacement check will not be issued until the money is returned to BOCES by the official's bank.

amount is not correct.