

## ACH Enrollment Form

Electronic Funds Transfer Authorization

New Request  
(Not available to individuals)

Account Change

Cancel

COMPANY INFORMATION		
<b>1</b>	<b>NAME</b>	
	<b>ADDRESS</b>	
	<b>CITY, STATE, and ZIP+4 CODE</b>	
	<b>A/R CONTACT NAME</b>	<b>A/R OR INDIVIDUAL CONTACT PHONE</b>
	<b>BUSINESS or INDIVIDUAL EMAIL ADDRESS</b>	<b>EMPLOYER ID (EIN) or INDIVIDUAL(last 4 digits of SSN)</b>
PREVIOUS BANKING INFORMATION (REQUIRED IF REQUESTING AN ACCOUNT CHANGE)		
<b>2</b>	<b>DEPOSITORY INSTITUTION NAME</b>	
	<b>TRANSIT ROUTING NUMBER</b>	<b>ACCOUNT NUMBER</b>
NEW BANKING INFORMATION		
<b>3</b>	<b>DEPOSITORY INSTITUTION NAME</b>	
	<b>TRANSIT ROUTING NUMBER</b>	<b>ACCOUNT NUMBER</b>
	<b>ACCOUNT TYPE</b> <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	

**IMPORTANT NOTE: The person signing the Authorization must be a designated officer from the Finance Department and a person other than the contact listed above.**

AUTHORIZATION		
<b>4</b>	I hereby authorize the Cooperative Educational Services to initiate electronic transfer of funds to the account stated above using the National Automated Clearing House (NACHA) Cash Concentration or Disbursement (CCD) for settlement of invoices. If funds to which I, or the company I represent, am not entitled are deposited in the account stated above, I authorize CES to initiate a correcting (debit) entry. This authorization will remain in effect until CES receives written notification of its termination. I understand payment details will be sent to the business email address provided above.	
	<b>SIGNATURE</b>	<b>DATE</b>
	<b>PRINT NAME</b>	<b>TITLE</b>

\*\*\*ATTACH A VOIDED CHECK OR BANK VERIFICATION LETTER TO CONFIRM ACCOUNT INFORMATION\*\*\*

SUBMIT FORM AND REQUIRED DOCUMENTATION TO ONE OF THE FOLLOWING	
<b>5</b>	<p style="text-align: center;">PLEASE FAX-505-715-5823  <b>ATTENTION: ACCOUNTS</b>                  PAYABLE NO EMAILS ACCEPTED</p> <p style="text-align: center;"><b>MAIL:</b>                  Cooperative Educational Services                  10601 Research Rd SE                  Albuquerque, NM 87123</p>