

**REGIONAL ARTS & CULTURE COUNCIL  
AUTHORIZATION FOR DIRECT DEPOSIT VIA ACH (ACH CREDIT)**

**Please check the appropriate box:**       Begin Deposit       Change Information

I hereby authorize Regional Arts & Culture Council ("COMPANY") to electronically credit my bank account (and, if necessary, to electronically debit my account to correct erroneous credits). I agree that ACH transactions I authorize comply with all applicable laws.

Name on the Bank Account \_\_\_\_\_

SSN or EIN # \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person (*if different from name on the account*) \_\_\_\_\_

**Bank Account Information:**

*Please check one:*     Personal Account     Business Account

--AND--

*Please check one:*     Checking Account     Savings Account

Financial Institution Name \_\_\_\_\_

Location (Branch) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

*[See next page for information on where to find the bank routing number and account number information on your check.]*

I understand that this authorization will remain in full force and effect until I notify COMPANY in writing that I wish to revoke this authorization. I understand that COMPANY requires at least 5 business days prior notice in order to cancel this authorization.

Name of Authorized Signer (please print) \_\_\_\_\_

Title (if Business Account) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Below is a sample check, detailing where the information necessary to complete this form can be found.

**Joe Smith** **1234**  
**1234 Anystreet Court**  
**Anycity, AA 12345**

Pay to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars

**Bank Anywhere**

⌈ 123456789 ⌋ | 123456789123 || • 1234

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Bank            Bank            Check Number (Do not use)  
Routing Number    Account Number

- The **Bank Routing Number** is a 9-digit number at the bottom of your check and is always between the two symbols as shown in the example above. Please do not use dashes or spaces; *if your bank routing code contains leading zeroes, please include them*. The sample represents a personal check; please note that if you have a *business* check, the Routing Number may be located in the center section (instead of the left side) of the bottom of your check.
- The **Bank Account Number** is located at the bottom of your check as shown in the example above; the number of digits in a bank account ranges from 4 to 26 depending on the bank and the type of bank account. Please do not use dashes or spaces; *if your account number contains leading zeroes, please include them*.