



ACH ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

Shady Oak Primary School provides Automated Clearing House (ACH) electronic fund transfers to/from bank accounts. To participate in this service, please follow the instructions below.

- Complete this form. Be sure to include your signature(s) and date. PLEASE PRINT CLEARLY.
- **IMPORTANT:** Please verify the ABA (routing) number with your financial institution. Many use a different ABA for ACH than for checking accounts.
- You must be a signer on the selected account. If you are not, the account holder must sign this form and the information will be verified.
- Return the completed form to our business office.

ACH ELECTRONIC FUND TRANSFERS (ACH DEBIT AND/OR ACH CREDITS)

NAME: _____ DAY PHONE: _____

I / WE HEREBY AUTHORIZE SHADY OAK PRIMARY SCHOOL TO INITIATE ACH TRANSFERS TO / FROM
(select one or both) TO/FROM MY/OUR :

____ CHECKING ACCOUNT ____ SAVINGS ACCOUNT

AT THE FINANCIAL INSTITUTION INDICATED BELOW. I / WE UNDERSTAND IF CORRECTIONS ARE NECESSARY, IT MAY INVOLVE ADJUSTMENT CREDIT / DEBIT TO MY / OUR ACCOUNT. I / WE ACKNOWLEDGE THAT THE ORIGINATION OF ACH TRANSACTIONS TO/FROM MY/OUR ACCOUNT MUST COMPLY WITH THE PROVISIONS OF U.S. LAW.

FINANCIAL INSTITUTION

NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

NAME(S) ON ACCOUNT: _____

ABA (ROUTING) NUMBER: _____ ACCOUNT NUMBER: _____

SIGNATURE: _____ Date: _____

SIGNATURE: (If joint account) _____ Date: _____

THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL SHADY OAK PRIMARY SCHOOL HAS RECEIVED WRITTEN NOTIFICATION FROM ME/US OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD SHADY OAK PRIMARY SCHOOL AND FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT ON IT. ALL AUTHORIZATIONS PROVIDE THAT THE FUND TRANSFERS MAY BE ONLY REVOKED BY NOTIFYING SHADY OAK PRIMARY SCHOOL.