



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

AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR

A) By signing this form, the official and each joint tenant, if any, each consent to allow Orange-Ulster BOCES, through the financial institution, to debit the account, upon notice to the account owners, in order to recover any payments to which the official was not entitled, which was deposited to the account in error or by mistake. This means of recovery shall not prevent the Orange-Ulster BOCES from utilizing any other lawful means to retrieve payments to which the official is not entitled.

B) This authorization shall remain in full force and is effective until Orange-Ulster BOCES has received written notification from me of its termination in such time and manner as to afford Orange-Ulster BOCES and the financial institution a reasonable opportunity to act on it.

 Official Name (print) Joint Tenant Name (print)

 Signature Date Signature Date

 Department/ Office (Print) Email Address

Attach a voided check, for checking account direct deposit or bank confirmation, for savings account direct deposit for our processing and verification. Forward this authorization and attachments to the Business Office.

**PLEASE STAPLE YOUR
 VOIDED CHECK
 OR BANK CONFIRMATION HERE**



RULES AND REGULATIONS
ACH Deposit Accounts

Notification of Account Change

- A) It is the official's responsibility to notify the Business Office two (2) weeks prior to the pay date of any changes in your bank or bank account.
- B) Failure to notify the Business Office on a timely basis may result in a delay in receiving your check. A replacement check will not be issued until the bank returns to BOCES the deposit of funds made to the account changed, closed or otherwise terminated.
- C) If you want your check deposited to a new account, the same procedure used to establish the original ACH deposit account will be necessary.

Account Information

- A) It is the official's responsibility to provide the Business Office with correct, legible information. Therefore, you must attach an original voided check with your account number pre-printed on the check or other eligible bank confirmation to the ACH Authorization Agreement.
- B) A copy or other facsimile of a check or bank confirmation is not acceptable and will be returned. A handwritten counter check or deposit ticket is not acceptable.

Problems with Electronic Transmission of Funds

- 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 amount is not correct.
- 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.