



EFT Letter

Sarpy County is utilizing EFT (Electronic Fund Transfer) payments to our vendors.

EFT payments provide an alternative to paper checks, affording you the following advantages:

- Better cash management forecasting - accelerated funds availability – certainty of delivery
- Establishment of excellent payment and credit records
- ≠ Reduced operating costs through the elimination of paper check handling and check depositing
- ≠ Eliminating the possibility of stolen checks; stop payment charges and check reissue costs
- ≠ Reduction of bank service charges and check fraud
- ≠ Being part of “Going Green” by reducing paper

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FAQ's

How do I get started? Complete and sign the Sarpy County EFT Enroll/Change Form on the back of this letter. Below reflects where you find the bank routing/bank account numbers that need to be included.

How do I submit the form? Email to accounting@sarpy.com or mail to the address above. The application will be sent to the accounts payable desk to set up the EFT.

What needs to happen if we change account numbers or financial institutions? If you want to change your EFT electronic authorization, please complete another Sarpy County Enroll/Change Form and submit it. The process is the same as described above.

John Doe 456 Any Street MY Town, US 00000-0000	DATE _____	0101
PAY TO THE ORDER OF _____ \$ _____		DOLLARS
Hope and Faith Bank 1 Main Street Anywhere, US 10001		
FOR _____		
⑆60291846⑆	6695170341⑆	0101⑆
Routing (ABA) Number	Account Number	Check Number

PLEASE NOTE:

A voided check, copy of a voided check, OR image of voided check, which bears the true and correct American Banking Association (ABA) Routing Number and your Account Number into which the funds are to be deposited **must be attached to this authorization.** Deposit slips, starter checks, handwritten or altered checks are not acceptable because they may contain a routing number that is different than the ABA number. **Savings accounts may use a bank letter on bank letterhead that formally certifies the account owners routing and account numbers.**

SARPY COUNTY CLERK – ACCOUNTING DEPARTMENT

1210 Golden Gate Dr. #1250

Papillion, NE 68046

accounting@sarpy.com

402-593-5782

EFT Agreement

Initial Application

Change of Bank

Change of Account #

I hereby authorize the County of Sarpy to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking or savings account indicated below and the depository named below to credit or debit the same to such account. The credit entries to said account are to be in the amount of 100 percent of net payable.

Bank Name

Bank Branch

Bank Routing Number

Account Number

Checking

Savings

This authority is to remain in full force and effect until termination of business transactions with the County.

Business or DBA Name

Contact Name

Remit Address

Phone Number

EIN or SS #

EMAIL

Signature

Date

Signature authorizing eft enrollment/change: By typing or signing your name into the signature authorizing EFT enrollment/change field will be considered the act of electronically signing this form. This act authorizes the banking information provided to make payments for Goods and Services via electronic funds transfer to the account provided.

REQUIRED

Attach voided check or bank letter certifying routing and account number

accounting@sarpy.com

County Clerk - Accounting
1210 Golden Gate Dr. #1250
Papillion NE 68046