



Vendor _____

Dear Preferred Agent:

Suddath Government Services Division is pleased to offer electronic payments via Electronic Funds Transfer (EFT) through the Automated Clearing House (ACH). Payments made via EFT will be sent directly to your bank account, eliminating costs and security issues associated with handling, depositing, and clearing checks.

When Suddath Government Services Division pays you via EFT, you will also receive an email with the remittance details along with a link to all backup documentation. In order to set up your company for EFT payments, we need the following information:

Company Name: _____ ("Company")

Company's failure to provide the following requested information may result in delays or prevent the receipt of payments.

Company hereby authorizes _____ ("Suddath") to make deposits into Company's account at the Financial Institution identified and named below. Company further authorizes Suddath to initiate credit and, if necessary, debit entries and adjustments for any credit entries made in error to the Company account indicated below.

Beneficiary Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Telephone Number: _____

Financial Institution: _____

Branch: _____

Routing/ABA Number for ACH Payments: _____

Account Number: _____

Name: _____ Signature: _____

Date: _____ Title: _____

Remittance Email: _____

Billing/Document Questions Email: _____

We hope to achieve 100% participation and therefore your prompt response is appreciated. Please return your completed form to **Sarah Haney** (shaney@suddath.com) with the subject **ACH BANK INFORMATION**. This document will be kept on file for Suddath audit purposes.

Suddath Government Services also offers a supplemental program for agents wishing to expedite their payments. Please contact hbyrd@suddath.com for more information on this valuable Quick Payment Program.

Suddath Government Services Division thanks you for your participation.