



Ontario County Finance Department Electronic Funds Transfer Form

Vendor Name	
If operating under a DBA please include Name of DBA in addition to Vendor Name listed above	
Vendor Address	
City	
State and Zip Code	
Phone Number with area code	
Fax Number with area code	
Email Address (for remittance advice)	
Email Address (contact if different from above)	
Taxpayer identification number (EIN, TIN, SS)	
Print Name & Title of authorized individual	
Phone Number with area code of authorized individual	
Bank Name	
Bank Address	
Bank City	
Bank State & Zip Code	
ABA Routing Number	
Checking Account Number: (MUST be a checking account)	

I (we) hereby authorize Ontario County to initiate credit entries and if necessary to initiate debit entries and adjustments for any credit entries in error to my (our) account. This authority is to remain in full force and effect until Ontario County has received written notification from our company or authorized representative of the company of its termination in such time and in such manner, as to afford Ontario County and the financial institution named above a reasonable opportunity to act on it.

Signature _____ Date _____

Your Financial Institution must complete the certification below and mail this form directly to Ontario County Finance Dept.

FINANCIAL INSTITUTION CERTIFICATION

I certify that the above routing number is correct and that the above account number and type is maintained in the name of the Payee. As an authorized representative of the above named Financial Institution, I certify that the Financial Institution is ACH capable and agrees to receive and deposit to the account shown above.

Name of the Institution Officer (please print) _____ Title _____

Signature _____

Phone Number () _____ Date _____

Direct Questions to: FinanceAudit@co.ontario.ny.us

Finance Departments Use:

Vendor # _____
 Prenote Date: _____
 Live Date _____

Initials: _____ Date: _____

Please Return the complete form to:

Ontario County
 Department of Finance/Audit Unit
 3019 County Complex Dr.
 Canandaigua, NY 14424