

**WAYNE COUNTY TREASURER  
INNKEEPERS TAX PAYMENTS  
AUTOMATED DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

**Instructions:**

1. Requestor will complete Section 1 and Section 2.
3. Requestor will file completed form with the **Wayne County Treasurer's Office 401 East Main St. Richmond, IN 47374**

**SECTION 1: REQUEST and AUTHORIZATION**

\_\_\_\_\_  
PAYEE/VENDOR/CLAIMANT as shown on the account

\_\_\_\_\_  
ADDRESS (Number and Street and /or P.O. Box No.)

\_\_\_\_\_  
CITY , STATE, and ZIP CODE (00000-0000)

\_\_\_\_\_  
CONTACT PERSON NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

requests, pursuant to IC 4-8.1-2-7(d), to receive payment(s) by means of an electronic transfer of funds, and authorizes the same under the terms stated herein.

It is understood by the undersigned Payee/Vendor/Claimant that the Wayne County Treasurer's Office may (1.) initiate credit (deposits) in various and varying amounts, by electronic transfer of funds through automated clearing house (ACH) processes, to the below listed checking (*demand*) or savings account designated in the depository named below, and (2) *if necessary*, to initiate debit entries or adjustments *solely to correct any credit error resulting from a deposit/credit entry that was made under this authorization*. The Payee/Vendor/Claimant may revoke or cancel this request and authorization by notifying the Wayne County Treasurer's Office in writing at least fifteen (15) days prior to any payments due from the Wayne County Treasurer's Office. Any change to the account or to a new financial institution will require a new Automated Direct Deposit Authorization Agreement. Failure to notify the Wayne County Treasurer's Office of an account change will delay payment.

**SECTION 2: DEPOSITORY'S INFORMATION**

\_\_\_\_\_  
Name of Depository

\_\_\_\_\_  
Type of Account:  
Checking or Savings

\_\_\_\_\_  
Depository Account Number

\_\_\_\_\_  
ABA Transit-Routing Number (9 digits)

\_\_\_\_\_  
Signature of Payee/Vendor/Claimant

\_\_\_\_\_  
Date

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.