



St. Mary's County Public Schools
Leonardtown, Maryland 20650

AUTHORIZATION AGREEMENT
FOR ELECTRONIC FUNDS DEPOSIT

Note: After the receipt of the electronic funds deposit form by the Accounting Office, there may be a short delay in processing in order to validate your banking data. During this time, you will receive a regular hardcopy check. A VOIDED OR CANCELLED CHECK IS RECOMMENDED (do not use deposit slips).

(Please Print or Type):

NAME & ADDRESS:

BANKING INFORMATION- PLEASE fill in information OR staple voided check below

Bank Name:

Bank Address:

Bank Routing Number:

Account Type: checking savings

Bank Account Number:

ACH/EFT Remittance Email Address:

In the event that St. Mary's County Public Schools notifies the Vendor's Bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct the bank to return said funds to the St. Mary's County Public Schools as soon as possible.

Signature of Authorized Representative _____ Date: _____

PLEASE SUBMIT THIS FORM TO:
St. Mary's County Public Schools
Att: ACCOUNTING DEPARTMENT
23160 Moakley Street Suite 107
Leonardtown, MD 20650-0641

STAPLE VOIDED CHECK HERE
(or provide complete banking information above)

For Accounting Use Only:

Bank Code: _____

Pre-Note Date: _____

Entered by: _____

Vendor #: _____

Date: _____