



### ACH Vendor Payment Authorization Form

This form is used for Automated Clearing House (ACH) payments. The information being collected on this form will be used by the Alabama Community College System Office to transmit payment data, by electronic means, to a vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payment through ACH Payment System.

#### Vendor Information

Name: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Website: \_\_\_\_\_

#### Physical

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Mailing

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Remit

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

#### Financial Institution Information

(9) Digit Routing Number: \_\_\_\_\_

Depositor Account Number: \_\_\_\_\_

Type of Account:    Checking    Savings

ACH Coordinator Name: \_\_\_\_\_

ACH Coordinator Phone: \_\_\_\_\_

#### Requesting Agency Information

Name: Reid State Technical College

Address: PO Box 588, Evergreen, AL 36401

Contact Name: Laushaun Watson    Phone: (251) 578-1313

Please return to:  
Reid State Technical College  
C/O Business Office  
PO Box 588  
Evergreen, AL 36401

Or  
Email: [lwatson@rstc.edu](mailto:lwatson@rstc.edu)  
Attention: Laushaun Watson