



**HARRIS COUNTY, TEXAS
AND
HARRIS COUNTY FLOOD CONTROL DISTRICT**

You can make your banking easier through an ACH Vendor Payment service available from Harris County and Harris County Flood Control District. With an ACH Vendor Payment, you can choose to have your payments deposited directly into your checking or savings account at your designated bank, savings and loan, credit union, or any other member of an automated clearing house.

You will still receive your notice of deposit by mail.

ACH VENDOR PAYMENT SAVES YOU TIME:

- No trip to the financial institution
- No search for parking
- No waiting in teller lines
- No delay in getting cash

ACH VENDOR PAYMENT IS SAFE:

- No worry about stolen or lost checks
- No worry about forged checks
- No danger of fraud

QUESTIONS AND ANSWERS

Here are some frequently asked questions and answers:

Q. What is ACH Vendor Payment?

A. ACH Vendor Payment is a system that automatically deposits your payment directly into your account at any financial institution that is a member of an automated clearing house.

Q. Who is eligible for ACH Vendor Payment?

A. All vendors that provide services and/or materials to Harris County and Harris County Flood Control District who are now being paid by check through the Harris County Auditor's Accounts Payable Department.

Q. What assurance will I have that my payment is deposited to my account?

A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your deposit slip or check. If it is not the same, please obtain and provide the correct routing number from your financial institution. You will receive a notice of deposit in the mail from the Harris County Treasurer's Office. The notice will verify that the Harris County Auditor's Accounts Payable Department processed your payment. You should verify that the payment was actually deposited into your account after receiving the notice of deposit from the Harris County Treasurer's Office.

Q. When will my payment be deposited in my account?

A. Your payment will be available in your account on the same day that a check is normally put in the mail. Instead of receiving a check, you will receive a statement indicating what invoice(s) were included in the amount that was deposited into your designated account.

Q. What safety features are in ACH Vendor Payment?

A. Billions of pieces of data are transmitted successfully across the country everyday. This could not be done without numerous checks and balances built into sophisticated programs.

Q. What do I do if for some reason my payment is not deposited into my account by the time I receive the notice of deposit from the Harris County Treasurer's Office?

A. All transactions are traceable, simply contact the Harris County Auditor's Accounts Payable Department, and ask them to trace your deposit starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

A. There may be a lag of at least one payment to allow for your account setup.

Q. What happens if I change financial institutions or wish to cancel ACH Vendor Payment?

A. In the event that you change financial institutions, simply provide the Harris County Auditor's Accounts Payable Department with a new ACH Vendor Payment Authorization Agreement and either a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers. Until your account setup has been completed, you will receive your checks by mail. **Participants may only change accounts twice in a twelve-month period.** If you wish to cancel ACH Vendor Payment, simply notify the Harris County Auditor's Accounts Payable Department **in writing** at least ten working days in advance of the next payment date.

Q. Can I join ACH Vendor Payment at a later date?

A. You may participate at any time in the future. Complete the ACH Vendor Payment Authorization Agreement and forward it with a deposit slip, voided check, or other financial institution documentation with correct account and routing numbers to the Harris County Auditor's Accounts Payable Department. Processing will take approximately ten working days. In the interim, you will continue to receive your checks by mail.

Q. How do I sign up for ACH Vendor Payment?

- A. Just follow these simple steps:
- Complete the ACH Vendor Payment Authorization Agreement on this brochure
 - Obtain financial institution routing number from the ACH Coordinator at your financial institution
 - Attach deposit slip, voided check, or other financial institution documentation with account and routing numbers
 - Send the agreement and account information to:

**HARRIS COUNTY AUDITOR'S OFFICE
ATTN.: ACCOUNTS PAYABLE DIRECTOR
1001 PRESTON, 8TH FLOOR
HOUSTON, TEXAS 77002**

If you have any questions about ACH Vendor Payment, contact the Harris County Auditor's Accounts Payable Department at 713-755-6573.

SUBMIT Deposit Slip, Voided Check, or other
Financial Institution Documentation with Correct Account
and Routing Numbers with this form.

County Auditor's Form 798B
Harris County, Texas (REV. 10/02)

ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT

PLEASE PRINT LEGIBLY

I authorize Harris County and the financial institution listed below to deposit my payment automatically into my account. If Harris County erroneously deposits funds into my account, I authorize Harris County to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current payment. This authorization will remain in effect until Harris County has received written notification from me of its termination and Harris County has had reasonable opportunity to act on it. I understand that any rejects of deposits from my financial institution that are no fault of the Harris County Auditor's Office, terminates my ACH Vendor Payment Agreement. I further understand that a notice of deposit resulting from this process will be mailed to me by the Harris County Treasurer's Office.

Name of Payee / Company		Financial Institution Name	
Company Address		Financial Institution Address & Telephone	
Social Security or Taxpayer Number	Contact Telephone	Financial Institution Routing Number	
Email Address	Contact Fax	Account Number	Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<p style="text-align: center;">_____</p> <p style="text-align: center;">Print Name and Title of Authorized Official</p>		<p style="text-align: center;">_____</p> <p style="text-align: center;">Authorized Signature Date</p>	

**VENDOR EXPRESS
PAYMENT PROGRAM**



**SAVE TIME AND STOP THE
RUSHING AROUND TOWN**



TRY IT, YOU WILL LIKE IT