ELECTRONIC PAYMENT RECEIPT FORM

King County

Department of Executive Services
Finance & Business Operations Division
Treasury Operations
201 S Jackson Street, Ste 710
Seattle, WA 98104
cash.management@kingcounty.gov

Payment Date _____

PAYMENT INFORMATION

ACH Credit - Pay Code (BENXX, GENXX, PAYXX)_____   ACH Debit - Pay Code (COLXX)_____   Automatic Withdrawal

Book Transfer (Last 4 digits of the account)   From _____ To _____   Wire - Repetitive Wire Code   _____

DISTRIBUTION INFORMATION

	Explanation / Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	BARS (7 digits)	Future (5 digits)	Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)

Total _____

Payee _____   Address _____   City_____   State_____   Zip Code_____

Bank Name_____   Bank Routing #_____   Bank Account #_____

Reference _____

CONTACT & AUTHORIZATION (Certification of Payment - RCW 42.24.080)

Contact Name_____   Organization_____

Email _____   Phone # _____   Ext. _____   Fax # _____

* Signature _____   Title_____   Date_____

Authorized By _____   Phone # _____   Email _____

* I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.

08012022

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INSTRUCTIONS

- **PAYMENT INFORMATION**

  - ACH Credit - Treasury initiates a transaction to deposit funds into a bank account. Money settles one business day after initiation. Risk management payments associated with the settlement of claims and real estate purchases must be paid in less than 24 hours. Treasury must receive your request no later than noon the day before the settlement date. Pay Code must be entered.

  - ACH Debit - Treasury initiates a transaction to withdraw funds from a bank account. Money settles one business day after initiation. Treasury must receive your request before noon the day before the settlement date. Pay Code must be entered.

  - Automatic Withdrawal - This selection is used when a government entity can withdraw funds from the county's main bank account. This entry can be initiated by the government. Only retirement payments to the State and tax payments to the IRS are permitted.

  - Book Transfers - Treasury initiates a transaction to move money from one bank account to another when the accounts are at the same bank.

  - Wire - Treasury initiates a transaction to deposit funds into a bank account. Settlement occurs the same day. Risk management payments associated with the settlement of claims and real estate purchases must be paid in less than 24 hours. Treasury must receive this request no later than noon the day before the wire is to be sent.

- **BANK INFORMATION FOR WIRE PAYMENTS (for non-repetitive wires only)**

  - For only wire payments, all fields are required except for reference information to ensure the money is going to the right company. Do not fill this section in for any other payment options.

- **CONTACT & AUTHORIZATION**

  - * I, the undersigned, do hereby certify under penalty of perjury, that the payment is due and payable, that the payment is just, due, and unpaid obligation, and that I am authorized to authenticate and certify to said payment.T

  - his section is for cash management to call or email for verification purposes. This contact is not with the payee.

  - A digital ID is like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name, email address, the name of the organization that issued it, a serial number, and expiration date. Digital IDs are used for certificate security and digital signatures.

  - For more information on creating a digital signature and signing a document with Adobe Reader, please open these instructions.

- **RCW 42.24.080**

  - Municipal corporations and political subdivisions—Claims against for contractual purposes—Auditing and payment—Forms—Authentication and certification.

  - Certification as to claims of officers and employees of a county, city, district, or other municipal corporation or political subdivision, for services rendered, shall be made by the person charged with preparing and submitting vouchers for payment of services. He or she shall certify that the claim is just, true and unpaid, and that certification shall be part of the voucher.

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