

ELECTRONIC PAYMENT REQUEST FORM



Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 Email: cash.management@kingcounty.gov
 Tel: 206-263-2818 or 206-263-2737

Payment Settlement Date _____

PAYMENT INFORMATION

ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____
 ACH Debit Pay Code (COLXX) _____
 Automatic Withdrawl
 Book Transfers (Last 4 digits of the account) From _____ To _____
 Wire Repetitive Wire Code _____

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1							00000	
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
							Total	

PAYEE INFORMATION

Company Address City State Zip

BANK INFORMATION FOR WIRE PAYMENTS

Bank Name Name on Bank Account
 Bank Routing # Bank Account # City State

CONTACT INFORMATION

Typed or Printed

Contact Name Organization
 Email Phone # Ext Fax #

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080

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

Signature _____ Title _____ Date _____
 Print Name _____ Phone # _____ Email _____

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INSTRUCTIONS AND DEFINITIONS

Please submit signed forms to Treasury Cash Management: cash.management@kingcounty.gov. If you have any questions please call 206-296-7310 or 206-296-7312 Monday - Friday.

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 settlement of claims, and real estate purchases that must be paid in less than 24 hours. Treasury must receive your request no later than noon the day before the settlement date.

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.

Automatic Withdrawal - This selection is used when a non-county entity is allowed to withdraw funds from the county's main bank account. This entry can be initiated by the non-county, a county, or district entity. 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 same day. Risk management payments associated with settlement of claims, and real estate purchases that 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.