

ELECTRONIC PAYMENT REQUEST FORM



King County

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

Payment Settlement Date _____

PAYMENT INFORMATION		
ACH Credit Pay Code (BENXX, GENXX, PAYXX) _____	ACH Debt Pay Code (COLXX) _____	Automatic Withdrawal <input type="checkbox"/>
Book Transfer (Last 4 digits of the account) From _____ To _____	Wire <input type="checkbox"/>	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								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total _____

PAYEE INFORMATION (required)

Company _____ Address _____ City _____ State _____ Zip _____

BANK INFORMATION FOR WIRE PAYMENTS (ACH with pay code, N/A)

Bank Name _____ Name on Bank Account _____

Bank Routing # _____ Bank Account # _____ City _____ State _____ Zip _____

Reference _____

CONTACT INFORMATION (required)

Contact Name _____ Organization _____

Email _____ Phone # _____ Ext _____ Fax # _____

AUTHORIZATION (Certification for Payment By Authorized Signer per 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

- **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 non-county entity can 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 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.

- **INFORMATION FOR WIRE PAYMENTS**

- 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 INFORMATION**

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

- **AUTHORIZATION - Electronic Signature**

- A digital ID is like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date. Digital IDs are used for certificate security and digital signatures.
- For more information on how to create a digital signature, and sign a document with Adobe Reader, please open these [instructions](#).