ELECTRONIC PAYMENT REQUEST FORM

Payment Settlement Date

Depa Final KSC-King County 201

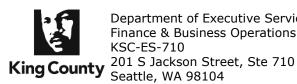
Department of Executive Services Finance & Business Operations Division KSC-ES-710

King County 201 S Jackson Street, Ste 710 Seattle, WA 98104

Email: cash.management@kingcounty.gov

								151 1 C 5111 1/ 51	
PAYM	ENT INFORMATION								
ACH Credit Pay Code (BENXX, GENXX, PAYXX)				ACH Debt Pay Code (COLXX)				Automatic Withdrawal	
	Book Transfer (Last 4 digits of the acco	ount) From	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	
2									
3									
4									
5									
6									
7									
8									
10									
10							Total		
PAYEE	: INFORMATION (required)								
Compa	ny	Address			City			StateZip	
BANK	INFORMATION FOR WIRE PAYM	ENTS (ACH with	pay code, N/A	A)					
Bank N	lame	Name on Bank Account							
Bank R	outing # Bank #							State Zip	
Refere									
CONT	ACT INFORMATION (required)								
Contac	t Name	Organization							
Email						Phone #Ext _			
AUTH	ORIZATION (Certification for Payme	ent By Authorize	d Signer per I	RCW 42.24.080)				
	undersigned, do hereby certify u d obligation, and that I am autho					payable, and	that the pa	yment is just, due, and	
Signat	ıre	Title						Date	
Print N	ame	Phone #Email				.,			

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INSTRUCTIONS

PAYMENT INFORMATION

- o 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.