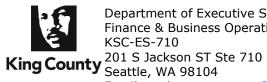
# ELECTRONIC PAYMENT REQUEST FORM

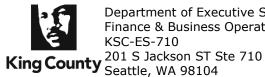


Department of Executive Services Finance & Business Operations Division KSC-ES-710

								iil: <u>cash.management@kingcounty.gov</u>		
PAYM	IENT INFORMATION									
ACH Credit Pay Code (BENXX, GENXX, PAYXX)			ACH Debt Pay Code (COLXX)				Automatic Withdrawal			
	Book Transfer (Last 4 digits of the ac	st 4 digits of the account) From To			etitive 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			L				Total			
PAYE	E INFORMATION						1000			
Comp	any	Address			City			State Zip		
	INFORMATION FOR WIRE PAY									
Bank	Name	Name on Bank Account								
Bank		Bank Account #			 City			State Zip		
Refere										
CONT	ACT INFORMATION Typed or Prir	ited								
Conta	ct Name	Organization								
Email							F	ax #		
AUTH	ORIZATION Certification for Paym	ent (By Authorize	d Signer) RCV		·			·		
	undersigned, do hereby certify do obligation, and that I am auth					payable, and	that the pay	yment is just, due, and		
Signa	ture							Date		
Print I	Name									

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# ELECTRONIC PAYMENT REQUEST FORM



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

Email: cash.management@kingcounty.gov

#### 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.

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