

# Portland Farmers Market - ACH Authorization Form



GO GREEN

Portland Farmers Market is pleased to offer Electronic Funds Transfers (called ACH). This is an optional, no charge service that allows you to have your monthly invoices debited from your bank account, and/or your token reimbursements credited to your bank account. This is a great way to pay your vendor fees on time, avoiding costly late fees, and to have your token payments deposited directly.

To sign up for this service, fill out this form completely and **return the signed form to the PFM Information Booth or to the PFM office at the address below, email submissions of form are NOT accepted. Please write clearly.**

You can have ACH debits from your bank account or ACH credits to your bank account, or you can have it both ways. **Please check the boxes here:**

**ACH DEBITS:** Your monthly invoice(s) will be debited from your bank account on the 20<sup>th</sup> of the following month (or next business day). A copy of your invoice(s) will be emailed to you at least 10 calendar days before this debit.

**ACH CREDITS:** Your token and market voucher reimbursements will be credited to your bank account at the end of the second and fourth weeks of each month. A copy of your token remittance will be emailed to you.

I would like my correspondence emailed to this address: \_\_\_\_\_

Vendor / Company Name: \_\_\_\_\_

I (we) hereby authorize Portland Farmers Market (PFM) to initiate debit and/or credit entries to my (our)  checking  savings account (select one) at the financial institution named below, and to debit and/or credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Financial Institution (Bank): \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing Number:                                         Account Number: \_\_\_\_\_  
(9 digit #)

Our policy for uncollectable funds applies to ACH debits. For each returned item, your account will be charged \$25.00 and you authorize us to make an electronic fund transfer from your account to collect this fee.

This authority is to remain in full force and effect until PFM has received **written notification** from me (or either of us) of its termination in such time and in such manner as to afford company and financial institution a reasonable opportunity to act on it.

Owners Name(s): \_\_\_\_\_ Tax id number: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date:     /     /    

