

ACH Request Form

When submitting any payment requests, in addition to the payment request form (ie: an invoice or contract detailing the vendor pay schedule), please fill out and include all of the pertinent bank information needed in the below ACH Request form. As a reminder, if the request is for a new vendor, please also include a W-9 with these forms.

Account Holder's Name _____

Bank Name _____

Routing Number _____

Account Number _____

I hereby authorize CultureTrust Greater Philadelphia, hereto known and company; to initiate credit entries to the account above and authorize the financial institution named above to post those entries to the account. Culturetrust may initiate charges to the account only to reverse credit amounts erroneously posted. This authorization is to remain in full effect until written notification is provided to either change or cancel payments to the above account.

Applicant Signature

Date

**Please include a document from your bank to
substantiate the numbers entered above,
such as a voided check or a direct deposit form.**