

ACH Notification

White Form

Updated 4/2010

Organization: _____

Payee Name: _____ Effective Date: _____

Please **ADD** ACH Transaction

1. Complete all 3 boxes at right
2. Attach voided CHECK & any supporting documentation

Designation:

Tuition for Student: _____

Donation: Designation (general offering, missions, etc.):

- OR -

Please **CHANGE** ACH Transaction

Complete only the CHANGED portion of the Bank Info and Amount Info sections with the new information

Bank Info:

Bank Name: _____

ABA/Transit Number: _____

Account Number: _____

Checking OR Savings

- OR -

Please **STOP** ACH Transaction

Amount Info:

Amount to be withdrawn:

_____(date) of each month: _____

_____(date) of each month: _____

Comments: _____

Signature: _____ Date : _____

<< Place voided check here >>

