



SMLC
SOUTHWEST MICHIGAN
LIBRARY
COOPERATIVE

Automated Clearing House (ACH) Request Form

Automated Clearing House (ACH) is Southwest Michigan's preferred method of payment for SMLC grants as it is a faster and more secure way for your organization to receive payments that are due to your organization. Currently ACH payments of grants are strongly encouraged by SMLC in order to expedite your grant payment. To take advantage of this payment method, please complete the following information.

Vendor Information

Vendor/Individual's name _____

Remittance address _____ City _____ State _____ Zip _____

Contact Name _____

Email address _____

Banking Information

Bank name _____

Bank address _____

ABA Routing # _____ Account # _____

Account type (please check one) Checking Savings

Vendor's Authorization

Please sign below to confirm that you are authorizing Otsego District Public Library to begin transferring payments for your invoices to the account mentioned above.

Signature _____ Date _____

Title _____

Contact Phone number _____

Please return the completed form either in person, via mail or email to SMLC Director, Andrea Estelle - aestelle@otsegoibrary.org. Your form will be stored in a secure, locked location at SMLC office (Otsego District Library.) Andrea will call your library to verify your information when it is received. Should you need to make future banking changes to this information, please submit a new form.