

Village of Poplar Grove

One-Time EFT/ACH Payment Authorization Form

This form documents approval for a one-time Electronic Funds Transfer (EFT) / Automated Clearing House (ACH) payment to a vendor requiring electronic payment.

Vendor Information

Vendor Name: _____
Invoice/Service Description: _____
Invoice Number (if applicable): _____
Amount (Not to Exceed): \$ _____

Bank Information (Provided by Vendor – Attach Backup)

- ☐ Voided check attached
- ☐ Bank letter attached
- ☐ Vendor authorization/requirement attached

Bank Name: _____
Routing Number: _____
Account Number: _____
Account Type: ☐ Checking ☐ Savings

Authorization – Required Signatures

Department Head

Signature: _____ Date: _____
Printed Name/Title: _____

Two of the Following Officers (must sign):

- Village Clerk
Signature: _____ Date: _____
- Village Treasurer
Signature: _____ Date: _____
- Village President
Signature: _____ Date: _____

Village Use Only

☐ **Information Verified**

☐ **Entered by:** _____ **Date:** _____

☐ **Payment Completed:** _____