

# **Ghertner & Company Vendor Authorization Agreement for ACH Payment**

Please complete the entire form and attach a voided check. You must allow 15 business days for processing before ACH payments begin. You will receive an email confirming our receipt of your request and the effective date.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*\*\* We will send confirmation email of payments made each week\*\*\*\***

Bank/Depository Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bank Account # \_\_\_\_\_ Routing # \_\_\_\_\_

Check One: ( ) checking or ( ) savings account

**\*\*\*\*A voided check is required for ACH payments to be set up\*\*\*\***

**It is my duty to notify Ghertner & Company 15 days in advance of any changes to my bank/depository account in order for changes to be effective.**

I attest I am an authorized owner of the depository account listed above and am exercising my powers as such. I (we) hereby authorize Ghertner & Company to automatically deposit payments for services rendered to my checking/savings account. This authority is to remain in full force and effect until Ghertner & Company has received a 15 day written notification of it termination or until Ghertner & Company or my bank/depository has sent me 10 days written notice that they will end this agreement.

This is a request for (please select one):  
( ) initial set-up of ACH payments  
( ) change in account information

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return complete forms with voided check to Ghertner & Co., Attn Tonie Monk, 50 Vantage Way Suite 100, Nashville, TN 37228. Please do not email or fax your forms or voided check copies for your banking protection.**

**If you have any questions, please contact Tonie Monk or Kim Tantaritis at 615-255-8531.**