



AUTHORIZATION AGREEMENT
FOR AUTOMATIC DEPOSIT OF MIAMI-DADE COUNTY
WARRANTS

We hereby authorize the Water and Sewer Department to initiate credit entries to our account (identified below) in the financial institution named below and authorize the financial institution to credit the same to our account.

This authority is to remain in effect until revoked by us in writing to the Water and Sewer Department. Account changes must be reported to the Water and Sewer Department thirty (30) days prior to the actual change.

Please complete the following information:

SECTION 1 (TO BE COMPLETED BY VENDOR)											
TYPE OF TRANSACTION:	<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE										
VENDOR NAME:	_____										
FISCAL OFFICER:	_____ PHONE #: _____										
*EMAIL (TO SEND PAYMENT ADVICE):	_____										
FEDERAL TAX IDENTIFICATION NUMBER:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
FISCAL OFFICER SIGNATURE/TITLE:	_____										
* SUBMISSION OF YOUR E-MAIL ADDRESS AUTHORIZES MIAMI-DADE COUNTY TO PROVIDE PAYMENT NOTIFICATIONS VIA ELECTRONIC E-MAIL RATHER THAN VIA U.S. MAIL.											

SECTION 2 (TO BE COMPLETED BY FINANCIAL INSTITUTION)											
DIRECT DEPOSIT TO BE MADE TO											
FINANCIAL INSTITUTION NAME:	_____										
ADDRESS:	_____										
PHONE #:	_____										
ROUTING & TRANSIT NUMBER/BANK NUMBER:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
ACCOUNT # OF VENDOR:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										
TYPE OF ACCOUNT:	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS										
BANK OFFICIAL SIGNATURE:	_____ DATE: _____										

SECTION 3 (TO BE COMPLETED BY WASD)	
DATE RECEIVED: _____	ACH INDICATOR UPDATE: _____
VENDOR NUMBER: _____	AP SUPERVISOR APPROVAL: _____
PROCESSED BY: _____	