

STATE OF COLORADO
**CORPORATION AUTHORIZATION AGREEMENT
FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

I (we) hereby authorize the Department of Local Affairs, State of Colorado, hereinafter called STATE, to initiate credit entries, and if necessary, reverse any incorrect EFT credit entries made in error to our bank account indicated below.

APPLICATION (Payment Type) _____

ENTITY NAME _____

FEDERAL E.I.N. NUMBER _____

ADDRESS: _____

STREET _____

CITY, STATE, ZIP CODE _____

DEPOSITORY NAME _____

ADDRESS: _____

STREET _____

CITY, STATE, ZIP CODE _____

DEPOSITORY TRANSIT NUMBER _____

DEPOSITORY ACCOUNT NUMBER _____

CHECKING

SAVINGS

(Please attach a copy of a voided check)

(Please attach account certification letter from your bank)

This agreement is to remain in full force and effect until the STATE has received written notification from the ENTITY of its termination in such time and manner to afford STATE and DEPOSITORY a reasonable opportunity to act on it. It is the responsibility of the ENTITY to fill out a new agreement if the ENTITY changes banks or accounts.

Date _____ Phone No. _____

Authorized Signature _____

Title _____

Authorized Signature _____

Title _____

(To complete form, refer to the EFT Authorization Procedures)

EFT Authorization Procedures

1. Fill out the form as follows:
 2. **APPLICATION(PAYMENT TYPE)** - For example, “Grant (Name) Distribution”
 3. **ENTITY NAME** - Your Organization’s Name
 4. **FEDERAL E.I.N. NUMBER** - Your tax identification number (EIN)
 5. **ADDRESS** - Your organization’s address
 6. **CITY, STATE, AND ZIP CODE** - The city, state, and zip code where your organization is located.
 7. **DEPOSITORY NAME** - Your bank’s name
 8. **ADDRESS** - The address of your bank
 9. **CITY, STATE, AND ZIP CODE** - The city, state, and zip code where your bank is located.
 10. **DEPOSITORY TRANSIT NUMBER** - The bank transit number located at the bottom of your check or deposit slip. It is usually located in the lower left hand corner.
 11. **DEPOSITORY ACCOUNT NUMBER** - Your bank account number located at the bottom of the check or deposit slip. It is usually located at the bottom center.

- 3) Check the appropriate box for a Checking or a Savings account.

- 4) Sign and date the form. The person signing must be an authorized signer on the account.

- 5) For checking accounts, attach a copy of a voided check. For savings accounts, attach account certification letter from your bank.

- 6) Return the completed form and attachment(s) to:
Department of Local Affairs
Accounting & Financial Services
1313 Sherman Street, Room 323
Denver, CO 80203

- 7) Once these forms are turned in for processing, it takes 21 to 28 days for the State and the bank to complete the process.