



## Vendor Direct Deposit / EFT Agreement Form

### Authorization Agreement

I hereby authorize **Tualatin Valley Fire & Rescue** to initiate automatic deposits to my account at the financial institution named below. In the event that a credit entry is made in error, **Tualatin Valley Fire & Rescue** will contact me by phone or email to discuss the best solution in correcting the error.

Further, I agree not to hold **Tualatin Valley Fire & Rescue** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Tualatin Valley Fire & Rescue** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Accounts Payable Department.

### Company Information

Name of Company: \_\_\_\_\_ New account  
Change of information  
Accounts Receivable Contact Telephone  
Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Please provide an email address for us to send payment confirmations to. If left blank, you will not receive any notifications and will need to contact your bank to confirm that payments have been received. Email  
Address: \_\_\_\_\_

### Bank Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Checking Savings

**Please note: Once TVF&R has processed a payment to you, you will receive an email notification of the pending payment. The funds will be deposited to your financial institution approximately two business days from the date of the email.**

### Signature

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Please attach a voided check and return this form to the Accounts Payable Department**

Email: [accountspayable@tvfr.com](mailto:accountspayable@tvfr.com)

or Mail: Tualatin Valley Fire & Rescue,  
Attn: Accounts Payable, 11945 SW 70<sup>th</sup> Ave, Tigard, OR 97223  
or Fax: 503-649-5347, Attn: Accounts Payable