



SOUTHERN WESTCHESTER BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

17 Berkley Drive, Rye Brook, New York 10573
Phone 914-937-3820 – Fax 914-937-7843

Southern Westchester BOCES has begun making ACH vendor payments. This electronic banking method will expedite the payment process and provide email notification. If you would like to have your payments posted electronically to your bank account instead of by check, please complete the following, **including the authorized signature line** and return to:

Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573
Attn: Accounts Payable

Phone # (914)-937-3820, ext. 4529 – Email apinvoices@swboces.org

Name	EIN # or SS#
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Address

Phone Number	Email Address
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Name of Financial Institution for Deposit

Bank Transit/Routing (ABA) Number (See reverse for sample)	Bank Account Number
<u>(Attach Voided Check or printed coding information from bank)</u>	

I attest that the information provided is accurate and hereby authorize Southern Westchester BOCES to credit the account listed using ACH payments. I understand that this authorization will remain in full force and effect until I notify Southern Westchester BOCES in writing that I wish to revoke or change this information. To change or cancel this authorization, I will provide Southern Westchester BOCES with at least 15 business days' notice.

Authorized Signature	Printed Name and Title of Signer	Date
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COMPONENT DISTRICTS: Ardsley, Blind Brook, Bronxville, Byram Hills, Dobbs Ferry, Eastchester, Edgemont, Elmsford, Greenburgh Central, Greenburgh Eleven, Greenburgh Graham, Greenburgh North Castle, Harrison, Hastings-on-Hudson, Hawthorne Cedar Knolls, Irvington, Mount Pleasant Blythedale, Mount Pleasant Central, Mount Pleasant Cottage, Mount Vernon, New Rochelle, Pelham, Pleasantville, Pocantico Hills, Port Chester, Rye City, Rye Neck, Scarsdale, The Tarrytowns, Tuckahoe, Valhalla, White Plains

Sample Check for Routing and Bank Account Number

JANET C. MORRISON
1234 N. MAIN STREET
CITY, STATE 45678

1234

DATE _____

PAY TO THE ORDER OF _____ \$ _____

CHASE
JPMorgan Chase Bank, N.A.
1111 Polaris Parkway
Columbus, OH 43260

MEMO _____

⑆123456789⑆ 987654321 1234

The routing/transit number

contains nine digits and is surrounded by ⑆

The checking account number

In some cases the order of the checking account number and the check number is reversed.

The check number

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