

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM

Payee Information (please type or write clearly)

Payee Name & Address		
Name:		
Address:		
City:	State:	Zip Code:
Vendor Number:		

Contact Information
Contact Name:
Email Address #1:
Email Address #2:
Email Address #3:
Contact Phone Number:

Financial Institution Information
Bank Name:
Bank Address:
Account Type (checking/savings):
Name on Bank Account:
ABA Routing Number (9 digits):
Bank Account Number:

I authorize Dawson Farms to deposit, by electronic funds transfer, payments owed to me by Dawson Farms and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Dawson Farms shall deposit the payments in the Financial Institution and account designated above.

AGREED TO AND ACCEPTED THIS _____ DAY OF _____, 20____

_____. Signature of Authorized Vendor Representative & Title

Notice of Intent to Collect Private Information

All vendors are asked to provide the private data listed on this form to Dawson Farms for purpose of receiving EFT payments from our Company.

Contact information is for the purpose of Dawson Farms emailing the contact(s) the remittance advice for EFT payments.

Bank information including ABA Routing Number, Account Number and Account Type: This data is required to correctly deposit payments to your designated bank account. Incomplete information may cause a delay in converting to EFT. Additionally, incorrect information may cause a payment to be delayed or deposited to the wrong account.

Contact Information

Enter the name, email address(s) and phone number of the person who can respond to questions regarding the information provided on the EFT form. Also, RDO will send the remittance advice for the EFT payments to each of the email addresses listed. **You are required to provide a primary email address.** We recommend that you also provide at least I alternate email address to ensure communications reach your company without disruption. Remember to notify the Dawson Farms Accounts Payable department whenever the contact information changes.

Financial Institution Information

1. Bank Name, Address, City, State, Zip Code. Enter the name and address of your Financial Institution.
2. Account Type. Indicate if the account listed on the EFT form is a checking or savings account.
3. Name on Bank Account. Indicate the name on the bank account that we will be sending the EFT payment to.
4. ABA Routing Number. Enter the ABA Routing Number to identify your financial institution. This is a 9-digit number. If you are not sure what number to put in this field, contact your Bank for assistance.
5. Bank Account Number. Enter your account number. If you are not sure what number to put in this field contact your Bank for assistance.

Authorization for EFT Payments

After completion of the EFT form, sign and date the bottom. Print your name and title.

Return the EFT Form

You can send the form to the following address or email AP@rdoffutt.com

Dawson Farms
Attn: Accounts Payable Dept
PO Box 7160
Fargo ND 58106

Questions about this Form?

Call the Dawson Farms Accounts Payable Help Line at **701.551.9444**