



Finance Department
900 E. Quincy St.
San Antonio, TX 78215
(210) 222-2204 (210) 222.9869
accounting@edwardsaquifer.org

ELECTRONIC PAYMENT REQUEST - ACH

Dear Vendor:

The Finance Department of the Edwards Aquifer Authority (EAA) is working with Vendors to process payments electronically rather than by check. The EAA requires the following information in order to process payments via ACH to your financial institution. **This election for electronic payments will remain in effect unless the EAA is notified of a change in payment processing, in writing, to the EAA Finance Department.**

Would you like to receive payments electronically ? <input type="checkbox"/> Yes (please complete below)	<input type="checkbox"/> No (no further action needed)
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If completing this form manually, please return to the Finance Department at the address above.

Beneficiary Account Holder: Name		
Address		
Telephone Number		
Bank Account Number		
Beneficiary Account Type: (Select one)	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
Beneficiary Signature:		Date:
Bank Name and Address:		
Bank Routing Number:		
Email address for remittance notification:		

Sincerely,

A handwritten signature in blue ink that reads 'Shelly Hendrix'.

Shelly Hendrix
Controller/Sr. Director - Finance