



Erie County Water Authority
295 Main Street, Ste 350
Buffalo, NY 14203

Subject: ACH Payment Capabilities Notification

Dear Vendor,

We are pleased to inform you that Erie County Water Authority (ECWA) now offers Automated Clearing House (ACH) payment capabilities for faster and more secure payment processing. ACH payments allow us to deposit funds directly into your bank account, ensuring timely and efficient payment for the products and services you provide.

To take advantage of this convenient payment method, please complete the following information and return it to us at your earliest convenience. [Please send to accountspayable@ecwa.org](mailto:accountspayable@ecwa.org)

PLEASE COMPLETE EACH LINE (ALL REQUIRED)

ACH Payment Enrollment Form

Vendor Information

- **Vendor Name:** _____
- **Vendor Address:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

Banking Information

- **Account Name:** _____
- **Bank Name:** _____
- **Bank Address:** _____
- **Bank Account Number:** _____
- **Bank Routing Number:** _____
- **Account Type (Checking/Savings):** _____
- **Remittance Email:** _____

Authorization

By signing below, I authorize ECWA to initiate ACH credits to the bank account listed above for payments owed to the organization. This authorization will remain in effect until revoked in writing (by use of ECWA's "ACH Payment Cancellation Form"). I understand that ECWA may require verbal confirmation before ACH information is processed.

- **Authorized Signature:** _____
- **Name:** _____
- **Title:** _____
- **Date:** _____

Please ensure that the information provided is accurate to avoid any delays in payment processing. Once we receive your completed form, we will update our payment systems to enable ACH payments for your account.

If you have any questions or need further assistance, feel free to contact us at accountspayable@ecwa.org.

Thank you for your prompt attention to this matter. We look forward to continuing our successful partnership with you.