



232 Matthews Station Street
Matthews, NC 28105
704.847.4411
Fax 704.845.1964

GFOA Certificate of Achievement for Excellence in Financial Reporting 1998-Present.

The Town of Matthews can provide payment (ACH) to you/your company through electronic funds transfer. Please complete the information below if you wish to begin taking advantage of this service. A remittance advice with payment information will be emailed to the address provided below. Please complete this form in its entirety and return to the Finance Department at your earliest convenience.

Company/Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact: _____ **Telephone:** _____ **Fax:** _____

Name of Bank: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact: _____ **Telephone:** _____ **Fax:** _____

Routing Number (ABA#): _____ **Account Number:** _____

Federal Tax I.D.: _____ **Account Type:** **Checking** **Savings**

Email Address for Delivery of Payment Advice: _____

As an authorized representative of the company named above, I authorize the Town of Matthews to deposit all payments due to us electronically to the banking institution listed above and correct any errors that may occur.

Authorized Representative Signature

Date

Print Name

Title

It is the responsibility of your organization to notify the Finance Department immediately if funds are not received, banking information needs to be changed or if you wish to discontinue receiving payments via electronic funds transfer.

Please return completed form to: Town of Matthews
Attn: Accounts Payable
232 Matthews Station Street
Matthews, NC 28105

OR

Scan and email form to:
Brian Lee
brlee@matthewsnc.gov

Confidentiality Notice: All information regarding banking information furnished on this form shall be kept in strict confidence by the office of the Finance Director, its officials and employees.