



**INSTRUCTIONS**

Please complete the enclosed "ACH Authorization" and return it with the Vendor Form. You should review the remittance delivery options with your bank before returning the signed authorization form.

We are certain that you will find our electronic payment option beneficial to your cash receipt processing. If you have questions or need additional information, please contact the Puerto Rico Department of Housing CDBG-DR Finance Department at (787)274-2527.

\_\_\_\_\_ sells goods and / or services to the Puerto Rico Department of Housing (PRDOH) and authorized the PRDOH to issue electronic payments for the goods or services provided.  
Vendor Name

**Company Information:**  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Company Contacts:**

Name	Position	Department	Telephone	e-mail

\_\_\_\_\_ will notify by letter prior to thirty (30) days of any change of Financial Institution or payment instructions.  
Vendor Name

**Financial Institution Information**

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
ABA or Transit Number: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Account Type:      Checking  
                                 Savings

IMPORTANT: Include a copy of a "VOIDED" check or bank letter certifying the bank account number.

**Authorized Signature**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Position      Print Name      Signature      Date (MM/DD/YYYY)