

## Scott County Direct Deposit (ACH) Vendor & Client Application Form

Company or Individual Legal Name \_\_\_\_\_

Tax I.D. # (TIN/EIN) or Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**Email Address (Required for ACH notification & Remittance Advice)**

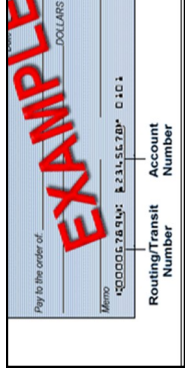
**Bank Information: Please staple a copy of a voided check to this form**

Name of Bank \_\_\_\_\_

Routing Transit (ABA) Number: (9 Characters)

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Account Number:



Please check one:    Checking Account \_\_\_\_\_    Savings Account \_\_\_\_\_

Account Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position (if applicable) \_\_\_\_\_

**Return To:**

Email: [acpayable@co.scott.mn.us](mailto:acpayable@co.scott.mn.us)

Fax: 952-496-8832

**Mail to:**

Scott County, Accounting Dept. #223  
Attn: Direct Deposit  
200 Fourth Ave W.  
Shakopee, Minnesota 55379-1220

Questions? Call Margaret at 952-496-8189  
or Kathy at 952-496-8368

For Accounting Use Only: Vendor Number: \_\_\_\_\_ Changed to ACH \_\_\_\_\_

## What is Direct Deposit?



Direct Deposit is just what the name implies. Your payment is deposited directly into your chosen bank account. You will have the funds available to you sooner and there is no worry about lost or stolen checks.

You can choose the account you want it deposited into, either your checking or savings account. The choice is up to you.

## What do you need to do to get started on Direct Deposit?

All you have to do is fill out the **Vendor & Client Direct Deposit form** on the back side of this brochure, and email, fax, or mail to Scott County.

We will update your payment information, which may take a few days if there are questions.

## What is the process involved in getting a payment?

After you send your invoice or request for payment to Scott County, the department will approve it and send the request to Accounts Payable to be paid.

Instead of creating a paper check that has to be handled by many people before it gets to your mailbox, your payment is directly deposited into your chosen bank account.

An email is then generated and sent to the email address you provide, with an attachment that outlines the detail of the payment (i.e. invoice numbers, description of service provided, dollar amounts, and total payment amount).

You should be able to see that deposit in your bank account the next day.

