



**CALVERT COUNTY
DEPARTMENT OF FINANCE & BUDGET**

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Board of Commissioners
Mark C. Cox Sr.
Catherine M. Grasso
Earl F. Hance
Mike Hart
Todd Ireland

Bruce Miller, Director

VENDOR DIRECT DEPOSIT/ACH/DEBIT AUTHORIZATION

Calvert County Government is encouraging our vendor partners to participate in direct deposit. Participation in this program is not mandatory, but will greatly improve our efficiency and eliminate paper checks. Invoice detail will be sent to the requested email address announcing the ACH payment deposit to your bank account.

Vendor Information

Vendor Name: _____
Contact Person: _____
Email Address: _____
Mailing Address: _____
Phone Number: _____

Financial Institution Information

Bank Name: _____
Routing # : _____ Account # : _____
Email address for ACH notification: _____

Please include a voided check or a bank letter.

Please check one: _____ New _____ Change

The undersigned authorizes the use of electronic fund payment via ACH and agrees to notify Calvert County Government of any required changes to the vendor's bank account, email address, or street address.

Signature of Authorized Official _____

Printed Name of Authorized Official _____

Title _____ Date _____

*Please email to FinanceAP@calvertcountymd.gov or mail to
175 Main Street, Prince Frederick, Maryland 20678, Attention: Accounts Payable.