



# ACH Credit Payment Authorization Request

**NOTE: Every account number must have an individual ACH Credit Authorization Request form in file with our support team. Please do NOT include multiple accounts on this form.**

Please email the completed form to [blt.str.support@govos.com](mailto:blt.str.support@govos.com)

City / Town Name:

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(i.e., Avon, Carbondale, Cortez, Englewood, etc.)

Business Name: \_\_\_\_\_

6 Digit License / Account Number: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary E-mail: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

## Required Procedures for ACH Credit Payment Types:

- It is the entity's responsibility to submit the appropriate form(s) on GovOS and "checkout" and "pay" using the ACH credit option. By "paying" on GovOS with that option, it completes the transaction(s).
- You MUST Follow the **Orange Action Buttons** after your form submission through the Shopping Cart and Payment Method pages to the final page that provides your **receipt**. If you go back to your Business Center and your form is still presented as an open task on the left-hand side, in the Action Center, you have NOT completed the process properly.
- If **payment is not received** in the jurisdiction's bank account (by your business "wiring" the funds to the jurisdiction's bank account outside the GovOS system), **by the due date**, additional late fees or lost discounts may be required to be remitted.
- Please note that if any of the above process, including both proper form completion in GovOS and timely wiring of funds to the jurisdiction, is **not completed properly by the due date**, any applicable vendor discounts may be lost, and applicable penalties and interest may be applied.
- The Addenda String **must** include your business' **6 Digit License / Account Number** for the receiving jurisdiction (i.e., Avon, Montrose, etc.) in order to ensure your **account is properly credited for the wired funds**. Please see the GovOS ACH Credit Addenda Guidelines document to be provided when this form is returned for further addenda information.

Please email [blt.str.support@govos.com](mailto:blt.str.support@govos.com) with this completed form to receive the complete bank information and further instructions.