



# Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

## AUTOMATED CLEARING HOUSE (ACH) PAYMENT OPTION

This payment option is available for invoices billed to:  
**Pasco County Board of County Commissioners.**

<b>Company Information:</b> (As recorded on the W-9 and other IRS documents)	
Name:	
Doing Business As:	
Federal ID #:	
Street Address:	
City:	
State:	
Zip Code:	
Contact Person:	
Phone Number:	
Company Email:	
<b>Company Bank Information:</b>	
Bank Name:	
Street Address:	
Street Address 2:	
City:	
State:	
Zip Code:	
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank ABA Routing Number:	
Bank Account Number:	

### Remittance Detail:

Remittance detail, including invoice number, invoice date, description and amount will be sent via a CTX file for the ACH payment. Since each bank may be different, you should verify with your bank as to the particular method of notice and detail given by your bank before choosing this option.

**Fee:** Your bank may charge a fee for an ACH transaction. Please check with your bank before choosing the ACH option.

### Company Authorization:

I hereby authorize payment to be made by ACH credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to the company's checking and/or savings account listed above. This authority is to remain in full force until Accounts Payable receives written notification from an authorized representative of the company of any changes to the form or termination of this payment option and, in such manner, as to afford a reasonable opportunity to act upon such written notification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please send the original form to:

**Office of Nikki Alvarez-Sowles, Esq.**  
**Pasco County Clerk & Comptroller**  
 Attention: Finance Department - Accounts Payable Division  
 38053 Live Oak Avenue, Dade City, FL 33523-3805

You can contact Accounts Payable at:

[accts.payable@pascoclerk.com](mailto:accts.payable@pascoclerk.com)

"The Clerk of the Circuit Court shall be Ex-Officio Clerk of the Board of County Commissioners, Auditor, Recorder and Custodian of all county funds." [Article VIII, Section 1\(d\), Florida Constitution](#)