

**Town of Prosper  
ACH Authorization Form**



AGENCY INFORMATION	
<b>Name</b> Town of Prosper	
<b>Address</b> PO Box 307 Prosper, Texas 75078	
<b>Contact Person Name and Title</b> Kristin Mayo, Payroll/Accounts Payable Specialist	
<b>Email</b> Kristin_Mayo@ProsperTX.gov	<b>Telephone Number</b> 972-569-1017

PAYEE/COMPANY INFORMATION	
<b>Name</b>	
<b>Address</b>	
<b>Contact Person Name and Title</b>	
<b>Email</b>	<b>Telephone Number</b>
<b>REQUIRED: Notification of ACH transmission and payment detail is made via e-mail. Please provide e-mail address for notification. If an e-mail address is not provided this form is considered incomplete.</b>	

FINANCIAL INSTITUTION INFORMATION		
<b>Institution Name</b>		
<b>Address</b>	<b>Telephone Number</b>	
<b>Nine-Digit Routing Number</b>		
<b>Account Number</b>	<b>Lockbox Number (if applicable)</b>	
<b>Type of Account</b>	<b>Checking</b>	<b>Savings</b>
<b>Lockbox</b>		
<b>This form states that the Town of Prosper is authorized to deposit funds into the account stated above.</b>		
<b>Signature</b>	<b>Date</b>	<b>Telephone Number</b>

MANDATORY FOR CHANGES - FINANCIAL INSTITUTION INFORMATION CURRENTLY ON FILE		
<b>Institution Name</b>		
<b>Address</b>	<b>Telephone Number</b>	
<b>Nine-Digit Routing Number</b>		
<b>Account Number</b>	<b>Lockbox Number (if applicable)</b>	
<b>Type of Account</b>	<b>Checking</b>	<b>Savings</b>
<b>Lockbox</b>		
<b>Signature</b>	<b>Date</b>	<b>Telephone Number</b>

**Note: Please attach a voided check or a Direct Deposit Enrollment Authorization form from your financial institution to this form for verification purposes. Failure to provide this documentation will void this request.**