



Town of Hooksett

Finance Department

Save Money, Save Time, Increased Cash Flow and Security

Dear Hooksett Partners,

The Town of Hooksett would like to pay your invoices directly into your account using ACH credits.

Benefits of ACH credit:

- a. Less expense than check clearing
- b. No need to make deposits to the bank
- c. Cash available on date certain
- d. Fewer people involved in the process means safer transactions

How it works:

1. You will need to return a completed ACH Enrollment Form.
2. After receipt of the form, Hooksett will verify the depository account information and test the email for accuracy.
3. Once all information is verified, your next payment will be sent directly to your depository account and an email will be sent to you with the payment remittance.

It's that simple!

If you would like more information or have questions please contact the finance office at 603-485-2017.

Sincerely

Christine Soucie

Christine Soucie
Finance Director



Town of Hooksett

FINANCE DEPARTMENT
35 Main Street
Hooksett, NH 03106

ACH ENROLLMENT FORM

New Change Delete

Company/Vendor Name _____
(Hereinafter called "The Company")

I (we) hereby authorize **The Town of Hooksett**, NH, hereinafter called "The Town", to initiate credit entries to my(our) Checking Account, Savings Account (select one) at the depository financial institution named below, hereinafter called "Depository", and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the U.S. law.

Depository Name _____ Branch _____
City _____ State _____ Zip _____
Routing Number _____ Account Number _____

This authorization is to remain in full force and effect until The Town has received written notification from The Company of its termination in such time and in such manner as to afford The Town a reasonable opportunity to act on it.

Name(s) _____ Telephone # _____
(Please Print)
Date _____ Authorized Signature _____
Fax # _____ E-Mail _____

NOTE: WRITTEN CREDIT AUTHORIZATION MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

Please provide an email address below for where you would like your payment remittance sent. You may provide more than one email – Up to 60 characters. If possible, please provide an email address that is accessed by two or more staff members or provide an email group distribution address.

Email Address: _____

FOR CHANGES TO BANK ACCOUNT OR REMITTANCE INFORMATION: Submit this form as a “Change” and include the company name and all information that is changing. Print, sign and submit the form to the Finance Department at the Town of Hooksett.

PLEASE ATTACHE A COPY OF A VOIDED CHECK OR SAVINGS DEPOSIT SLIP TO THIS FORM AS PART OF THE AUTHORIZATION.

PLEASE RETURN YOUR COMPLETED FORMS BY MAIL OR BY FAX*.

Finance Office
Town of Hooksett OR Fax to (603) 716-2007
35 Main Street
Hooksett, NH 03106

*As a best practice and to protect your identity and financial information, please DO NOT email completed form to The Town. Email is not a secure transport for sensitive information and will not be accepted.