

BOROUGH OF GLASSBORO
BORO BUCKS STIMULUS REIMBURSEMENT

Business Information:
Business Name:
Address:
Contact person:
Telephone #:
Email:
Number of cards returned for reimbursement:
Boro Bucks cards returned: \$10.00 = _____ \$20.00 = _____ Amount of Refund: \$ _____
Payment:
Check payment _____ ACH payment _____ Payment: <i>All refunds will be processed by December 15, 2020.</i>
Date received:
For Accounts Payable Use Only
Reviewed and Approved: Date:

BOROUGH OF GLASSBORO
Vendor ACH/Direct Deposit Authorization Form

1. Please Check One:

NEW Direct Deposit

CHANGE Direct Deposit

CANCEL Direct Deposit

2. Vendor/Payee Information

Name:

Address:

Contact Person's Name (if other than payee):

Telephone Number:

ECheck Email Address:

3. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Nine-Digit Bank Routing/Transit Number (ABA):

Type of Account:

Checking

Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize the Borough Glassboro to electronically deposit payments to the bank account designated above. It is my responsibility to notify Elizabeth Sowers in Accounts payable ESowers@glassboro.org or 856-881-9230 ext 88154 immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify Accounts Payable in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until Accounts Payable has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____

Signature: _____

Date: _____

Important Information

Please return completed form via email: **ESowers@glassboro.org**

For Accounts Payable Use Only

Date Stamp - Received

Reviewed and Approved:

Date: