



SAN DIEGO  
Community College District

3375 Camino del Rio South, Rm 210  
Attn: Accounts Payable  
San Diego, CA 92108-3883  
(619) 388-6761

### Agreement: ACH Authorization for SDCCD Transactions

This **Agreement** governs ACH transactions initiated by San Diego Community College District (SDCCD) to credit or charge the **Company** indicated below. Both parties agree to be bound by NACHA Operating Rules as they pertain to all ACH transactions initiated by SDCCD that credit or debit the **Company** bank account listed below, and acknowledge that the origination of ACH transactions to the listed account must comply with provisions of U.S. law.

This **Agreement** provides authorization for individual or recurring SDCCD transactions to be initiated by SDCCD when individually authorized using the methods designated below. This **Agreement** will remain in effect until **Company** cancels it in writing.

---

#### Please complete the information below:

Company Name \_\_\_\_\_ (**Company**)

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Company Name on Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Bank City/State: \_\_\_\_\_

This Business Bank Account is Enabled for ACH Transactions ☒ Yes ☐ No

**I authorize SDCCD to initiate ACH Debits and Credits to the bank account indicated above, provided each transaction is initiated according to the terms of this Agreement.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

I certify that I am an authorized representative of the Company indicated above and that I have the authority to enter into this Agreement on the Company's behalf. Company understands that this authorization will remain in effect until it is canceled in writing, and agrees to notify SDCCD in writing at least 15 days in advance of any changes in its account information or termination of this authorization. Company has certified that the above business bank account is enabled for ACH transactions, and agrees to reimburse SDCCD for all penalties and fees incurred as a result of Company's bank rejecting ACH credits as a result of the account not being properly configured for ACH transactions. Company acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law.

**Please mail completed form to:**  
SDCCD Attn: Accounts Payable  
3375 Camino Del Rio South San  
Diego, CA 92108