

# ACH Notification

## White Form

Updated 4/2010

Organization: \_\_\_\_\_ Emmanuel Baptist Church

Payee Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### Please **ADD** ACH Transaction

1. Complete all 3 boxes at right
2. Attach voided CHECK & any supporting documentation

- OR -

### Please **CHANGE** ACH Transaction

Complete only the CHANGED portion of the Bank Info and Amount Info sections with the new information

- OR -

### Please **STOP** ACH Transaction

### **Designation:**

Tuition for Student: \_\_\_\_\_

Donation: Designation (general offering, missions, etc.):  
\_\_\_\_\_

### **Bank Info:**

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

ABA/Transit Number: \_\_\_\_\_

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

Checking OR Savings

### **Amount Info:**

Amount to be withdrawn:

\_\_\_\_\_ (date) of each month: \_\_\_\_\_

\_\_\_\_\_ (date) of each month: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<< Place voided check here >>

