



ACH Credit Payment Authorization Request

NOTE: Every account number must have an individual ACH Credit Authorization Request form in file with our support team. Please do NOT include multiple accounts on this form.

Please email completed form to support@munirevs.com

City / Town Name:

(i.e. Avon, Carbondale, Cortez, Englewood, etc.)

Business Name: _____

6 Digit License / Account Number: _____

Primary Contact Name: _____

Primary E-mail: _____

Primary Phone: _____

Required Procedures for ACH Credit Payment Types:

- It is the entity's responsibility to submit the appropriate form(s) on MUNIRevs and "checkout" and "pay" using the ACH credit option. By "paying" on MUNIRevs with that option, it completes the transaction(s).
- You MUST Follow the **Orange Action Buttons** after your form submission through the Shopping Cart and Payment Method pages to the final page that provides your **receipt**. If you go back to your Business Center and your form is still presented as an open task on the left-hand side, in the Action Center, you have NOT completed the process properly.
- If **payment is not received** in the jurisdiction's bank account (by your business "wiring" the funds to the jurisdiction's bank account outside the MUNIRevs system), **by the due date**, additional late fees or lost discounts may be required to be remitted.
- Please note that if any of the above process, including both proper form completion in MUNIRevs and timely wiring of funds to the jurisdiction, **is not completed properly by the due date**, any applicable vendor discounts may be lost and applicable penalties and interest may be applied.
- The Addenda String **must** include your business' **6 Digit License / Account Number** for the receiving jurisdiction (i.e. Avon, Montrose, etc.) in order to ensure your **account is properly credited for the wired funds**. Please see the MUNIRevs ACH Credit Addenda Guidelines document to be provided when this form is returned for further addenda information.

Please email support@munirevs.com with this completed form to receive the complete bank information and further instructions.