



SOUTH FAYETTE
T O W N S H I P
A Community Growing Together

100 Township Drive
Bridgeville, PA 15017
Allegheny County,
Pennsylvania

Phone: 412-221-8700 x221

Fax: 412-221-7798

Email: apayable@sftwp.com

www.southfayettepa.com

Re: ACH Payment Option

Dear Vendor:

South Fayette Township has an ongoing initiative to convert payments made by check to electronic payments via Automated Clearing House (ACH). We are making this payment method change for increased efficiency and cost reduction purposes and to provide the advantages of ACH to our vendors.

An ACH payment is an electronic payment that is credited directly to your bank account on the payment due date. This method is efficient, safe and reliable. We also will provide, along with the ACH payment, an emailed electronic remittance advice listing the invoice numbers and dollar amounts deposited into your account. We are only able to email the remittance advice to one email address.

To participate in having your payments sent by ACH, please **complete the attached form** and return to the township as indicated on the form. Please complete the email address section with the email where you would like to receive the remittance advice.

Please feel free to contact me with any questions about ACH payments.

Sincerely,

Shannen McKahan
Finance Officer
South Fayette Township
apayable@sftwp.com
412-221-8700 x221



ACH Setup

Date	
Vendor Name	
Address	
City, State, Zip	
Fed Tax ID	
ACH Contact Name	

Bank Information

Vendor Name as on Account	
Bank Name	
Bank Routing #	
Bank Account #	
Account Type	Checking Savings
Email Address for Remittance	

**Please make sure the account information provided can accept ACH payments.*

I certify that I am an authorized representative of the above stated vendor.

I acknowledge that typing or entering my name in the signature line below constitutes my electronic signature and has the same force and effect as my handwritten signature.

Signature or Electronic Signature	
Name (Printed)	
Title	

Please complete and return this form to Shannen McKahan at apayable@sftwp.com or fax to 412-221-7798.