

January 27, 2022



**Re: Check Payments Moving to Electronic Payments Via ACH**

Dear Valued Vendors and Suppliers:

In response to the Coronavirus disease (COVID-19) and in an effort to streamline and expedite our vendor payment process, effective March 31, 2022, Fort Worth Housing Solutions is implementing a new electronic payment process that will eliminate the processing, issuance, signing and delivery of paper checks. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management and greatly reduced bank charges.

At the time an ACH payment is made, a remittance document that includes detailed information including invoice number/amount will be sent via email to the email address provided in the enclosed ACH Authorization Form.

Please complete the attached A Form and email it along with an image of a **VOIDED** check as soon as possible to [invoices@fwhs.org](mailto:invoices@fwhs.org).

**Please note that this new payment protocol is mandatory for all vendors. If you do not complete and return the ACH Authorization Form and voided check prior to March 1, 2022, payments will be suspended until the documents are received.**

We are confident that this new system will make the process of receiving your payments more efficient. If you have any questions, please feel free to contact us at [invoices@fwhs.org](mailto:invoices@fwhs.org) or Teresa Pike by phone at 817.333.2425.

Best Regards,

Finance Department  
Fort Worth Housing Solutions





# ACH Vendor Payment Authorization

Name of Payee	
Federal Taxpayer ID or Social Security Number	
Status	New Account Set-Up _____ Change Account Profile _____
Contact Name	
Contact Phone Number	
Contact Email (for notification of payment)	
Name on Bank Account	
Bank Account Number	
Type of Account	Checking _____ Savings _____ Other _____ (Please Describe)
Bank Routing/ABA Number	
Bank Name	
Bank City and State	
Bank Contact Name	

Please sign below to confirm that you are authorizing Fort Worth Housing Solutions to transfer payment for your invoices to the account information noted above.

\_\_\_\_\_  
Authorized Signature and Date

\_\_\_\_\_  
Printed Name and Title

An ACH Vendor Authorization Form will need to be submitted any time a change occurs in your banking institution. Please submit this form via email to [invoices@fwhs.org](mailto:invoices@fwhs.org). For questions or concerns, please call Accounting at 817-333-3425. Thank you.