

# Catawba County Government

25 Government Drive

PO Box 389

Newton, NC 28658

Telephone: 828-465-8214 Fax: 828-465-8298

[www.catawbacountync.gov](http://www.catawbacountync.gov)



January 1, 2025

Dear Vendor:

As Catawba County continues to improve the promptness with which we remit payment to our valued vendors, we now have the capability to remit your payment via electronic funds transfer in the form of an ACH payment.

By utilizing ACH payments, you will receive payment directly into your checking account instead of waiting for the USPS to deliver a paper check to either your office or lockbox. You will also receive via e-mail a payment advice detailing which invoices were paid and the total dollar amount deposited into your bank account.

In order to start this process, we need to gather the following information from you:

- Vendor Information:
  - Your standard information (Name/Company Name)
  - Contact Person
  - Phone number and e-mail of the contact person – this will be the e-mail address used to receive the payment advice.
- Vendor Bank Information – you **must** attach a voided check or bank letter
- Vendor Authorization

To start this process we ask that you complete the form on the back of this letter. Please note **all sections must be completed.**

Once you have completed the form, you may email it to [FinanceVendor@catawbacountync.gov](mailto:FinanceVendor@catawbacountync.gov), fax it to 828-465-8298, or mail it to the above address.

Since payment via ACH is both faster for you and less costly for us, this method is now our **preferred** payment method. Please consider this option.

Should you have any questions or require additional information, don't hesitate to contact me.

Thanks in advance,

Erica Hoyle  
Catawba County Finance Dept  
Accounting Supervisor  
Phone 828-465-8214



## ACH APPLICATION



Catawba County will provide payment to you/your company through an ACH funds transfer. Please complete the information below to begin this service.

**Company/Name:** \_\_\_\_\_

**Remittance address** (if different than W-9): \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Name of bank:** \_\_\_\_\_

**Type of bank account — circle one:** checking / savings

Place a voided check here  
**or**  
attach a letter from your bank with ACH routing/account  
information

Please notify us immediately if you close this account.

*As an authorized representative of the company named above, I authorize Catawba County to begin transferring all payments due to us electronically to the banking institution listed above.*

*Signature of representative authorized to sign on account:*

\_\_\_\_\_ *Date:* \_\_\_\_\_

Email this form: FinanceVendor@catawbacountync.gov

Fax: 828-465-8298

or Mail: Catawba County Finance, attn: Accounts Payable, PO Box 389, Newton, NC 28658