

**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, 2026

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 (EFT)** 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 a payment advice via email detailing which invoices were paid and the total amount deposited into your bank account.

To initiate ACH payments, please provide the following information:

- Vendor Identification:
  - 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, bank letter, or company letterhead
- Vendor Authorization

To initiate this process, please 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 enrolling in 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 Services Manager  
Phone 828-465-8214



# CATAWBA COUNTY VENDOR ACH AUTHORIZATION FORM



Catawba County will provide payment to you/your company through an ACH funds transfer. Please complete all sections of this form to begin this service.

Action Requested: (check one)  ADD NEW     REPLACE EXISTING ACCOUNT     CANCEL

## Section 1: Vendor Identification (Individual/Entity receiving payment)

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

Remittance Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

## Section 2: Vendor Banking Information

Name of Financial Institution: \_\_\_\_\_

Account Type (check one)  Checking     Savings

Bank Routing: \_\_\_\_\_ Account #: \_\_\_\_\_

Attach one of the following forms of documentation to confirm account name, account number, and routing number for ACH payments.

- Voided check.
- Letter from your bank representative with ACH routing/account information.
- Request, on company letterhead, from authorized individual providing ACH routing/account information.

Please notify us immediately if you close this account.

## Section 3: Vendor Authorization

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 (Representative Authorized to Sign on Account): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

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

### Email, fax or mail completed ACH form for processing to:

Catawba County Finance  
Attn: Accounts Payable  
PO Box 389  
Newton, NC 28658

Email: [FinanceVendor@catawbacountync.gov](mailto:FinanceVendor@catawbacountync.gov)

Fax: 828-465-8298

### FINANCE ADMINISTRATION USE ONLY

Phone# called: \_\_\_\_\_ Date: \_\_\_\_\_

Spoke to: \_\_\_\_\_

Position: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

Client Service Verification

Staff Signature \_\_\_\_\_

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