

Catawba County Government

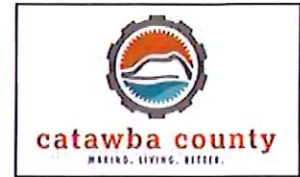
25 Government Drive

PO Box 389

Newton, NC 28658

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

www.catawbacountync.gov



August 24, 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 or a letter from you bank representative.
- 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, 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.

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

Fax: 828-465-8298

FINANCE ADMINISTRATION USE ONLY

Phone# called: _____ Date: _____

Spoke to: _____

Position: _____

Staff Initials: _____

Notes: _____

Client Service Verification

Staff Signature _____

Date: _____