

Automated Clearing House (ACH) Payment Election Form

ACH Election: Debit or Credit?

ACH Debit election

If you choose this option, complete the Authorization Agreement for Employer ACH Debits form. Mail signed originals of both the Employer Automated Clearing House Payment Election form and the Employer ACH Debit form to OEBB Attention: Rosie Chernishoff (see address above.) Be sure to keep copies for your records.

Electronic transfer of funds will take place on the business day preceding the due date for the monthly invoice. Refer to your OEBB ACH Calendar for due dates. Funds transfers will be for actual amount of invoices. Please check with your financial institution to ensure there are no debit filters or debit blocks on your account. If there are, please give them the OEBB 16 digit company ID number to allow access to your account.

ACH Credit election

If you choose this option, complete the Automated Clearing House Payment Election form, and mail the signed original to OEBB Attention: Rosie Chernishoff (see address above.) You will have to work with your financial institution before initiating ACH credit transactions. Be sure to keep copies of this agreement for your records. OEBB will follow-up with our banking information soon after receiving your election form.

Employer Information

Name	District or entity name	MyOEBB Institution number (four digits)
Mailing address (street or PO box)		
City	State	Zip
Phone number		Fax number

Your authorized reporting financial officer must sign this form.

Name

Title

Reporting financial officer signature

Date

Phone Number