



Town of Palm Beach Shores

247 Edwards Lane

Palm Beach Shores, FL 33404

Phone: (561) 844-3457

Fax: (561) 863-1350

Email: invoices@pbstownhall.org

ACH Authorization Form

Vendor Information

Vendor Name

Vendor Address

Phone Number

Contact Name

Email Address

*Remittance Advice will be sent to the email address above.

ACH Action Request

Start

Change

Stop

Account Information

Financial Institution

Account Number

Routing Number

I hereby authorize the Town of Palm Beach Shores to initiate credit transactions to my account. I also authorized the Town of Palm Beach Shores and the depository named above to initiate any necessary debit transactions or adjustments of any credit transactions in error to my account indicated above.

The authority is to remain in full force and effect until the Town of Palm Beach Shores has received written notification of its termination in such a manner as to afford the Town of Palm Beach Shores reasonable opportunity to act.

If you close or change your banking account number, please notify the Town of Palm Beach Shores at invoices@pbstownhall.org. Failure to do so may result in deposit failure.

Authorized Signature

Date

Please send this form with a scan of a voided check by email to invoices@pbstownhall.org or mail to Town of Palm Beach Shores, 247 Edwards Lane, Palm Beach Shores, FL 33404