



Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at [AccountsPayable@TeamHCSO.com](mailto:AccountsPayable@TeamHCSO.com) or (813) 247-8276. Each time a payment is disbursed to the financial institution/account provided below, an electronic notification is sent to the e-mail address notated for Remittance Notifications.

**PAYEE INFORMATION:**

Payee Name (Entity Name or Name of Individual)	SSN/EIN/TIN
Payee Remit-To Address	
E-Mail Address (Remittance Notifications)	Phone Number

**FINANCIAL INSTITUTION INFORMATION:**

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type:    Checking (Attach a blank voided check\*) OR    Savings (Attach a blank voided deposit slip\*)

*\*Letter of Verification from your Financial Institution on letterhead and signed may be substituted.*

**PAYEE CERTIFICATION:**

By signing this form, I authorize payments to be deposited to the designated account and financial institution named above by the Hillsborough County Sheriff's Office for goods/ services rendered, reimbursements, or other transactions and, if necessary, to initiate other adjustments for any entries made in error. This authorization shall remain in full force and effect until withdrawn in writing with sufficient notice to allow adequate time to effect termination.

_____ Name (Please Print)	_____ Title
_____ Signature	_____ Date

**Please return completed form and blank voided check/deposit or Bank Letter\* slip to Hillsborough County Sheriff's Office, ATTN: Purchasing, 2008 East 8th Avenue, Tampa, Florida 33605 or [Purchasing@TeamHCSO.com](mailto:Purchasing@TeamHCSO.com)**