

Online Payment Authorization

Updated 6/4/15

*When online payment will be made through a direct ACH Fund Transfer, this form is used in place of a paper check.
This form must be signed and submitted in advance, before the online bill payment is processed.
Attached to this form should be a Check Request Form, signed by the appropriate party requesting the transaction,
for each online transaction being requested.*

The information below should match the information on the Check Request Form submitted to the Office.

Amount: \$ _____ Payable to: _____
Account #: _____
Account Name: _____
Purpose of Expenditure: _____

Just like with all checks we process, there must be signatures from TWO authorized SJE Check Signers.

Date: _____ Signature of Authorized Person: _____

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