

Onondaga County  
Department of Finance  
Division of Risk Management  
Civic Center 15th Floor  
421 Montgomery St  
Syracuse, NY 13202  
(315) 435-3346

Authorization Agreement for Direct Payments of Dental Benefit Contribution (ACH Debits)

I (we) hereby authorize Onondaga County Department of Finance, hereinafter called the "County", to initiate debit entries into my (our) ( ) checking or ( ) savings indicated below, from the depository financial institution named below, hereinafter called the "Depository", and to debit the same such account for the payment of my dental benefit contribution indicated below, on the 25th (or next business day) every month beginning \_\_\_\_\_ 20\_\_ and ending \_\_\_\_\_, 20\_\_

Depository Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_ Please attach a voided check.

Routing Number: \_\_\_\_\_

This authorization is to remain in full force and effect until the "County" dental insurance policy is terminated.

Should collected funds not be available in the designated account on the due date listed above, notice will be given and it will be the responsibility of the insured to guarantee timely payment.

Policy Holders Name \_\_\_\_\_

Name(s) on account: \_\_\_\_\_ Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

\*Monthly Amount: \_\_\_\_\_ (to be filled in by Onondaga County Employee Benefits Division)

\*Annual premium changes will be sent to you by mail during open enrollment period each year.

## How to Find Routing Number on Your Check:

The bank Routing Number, sometimes referred to as the ABA number, is a 9 digit identifier assigned by the Registrar of Routing Numbers. Each number identifies a specific financial institution and its branches. This number appears along the bottom edge of a paper check.

The other numbers at the bottom of the check contain your check number and account number. These number groupings may be arranged in different orders, however the routing number will always be before the account number, and all of the numbers are always separated by the same symbols.

The diagram shows a check form with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- 1001** at the top right, with a blue line pointing to it.
- DATE** with a blank line.
- PAY TO THE ORDER OF** with a blank line.
- \$** followed by a box for the amount.
- DOLLARS** at the end of the amount line.
- Your Bank Name** with a blank line.
- MEMO** with a blank line.
- At the bottom, the MICR line: **⑆ 123456789 ⑆ 0000987654321 ⑆ 1001**

Below the MICR line, three blue brackets and labels identify the numbers:

- 9 Digit Routing Number** under "123456789"
- Your Account Number** under "0000987654321"
- Check Number** under "1001"