

Onondaga County
Department of Finance
Division of Risk Management
Civic Center 15th Floor
421 Montgomery St
Syracuse, NY 13202
(315) 435-3498

Authorization Agreement for Direct Payments of Health 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 health benefit contribution indicated below, on the 25th (or next business day) every month beginning _____ 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" health 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 _____

Other Insured name(s) _____

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 the 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** (top left)
- 1001** (top right)
- DATE** (middle right)
- PAY TO THE ORDER OF** (left side)
- \$** and a box for the amount (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (left side)
- MEMO** (left side)
- ⑆ 123456789 ⑆ 0000987654321 ⑆ 1001** (bottom edge)

Labels below the check form indicate the components of the MICR line:

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