



United Ways serving
Linn, Benton & Lincoln
Counties

June 12th, 2018

Dear Accounting and/or Finance Team,

United Way of Linn County is always looking for ways to make sure we are minimizing our administrative expenses, so we can maximize the dollars invested in our communities.

Here's how you can help us and speed up your own processing. Our policy requires charitable organizations receiving quarterly disbursements from United Way to receive these payments via electronic direct deposit (sometimes referred to as an EFT or ACH deposit). Please provide the information on the attached ACH/EFT form. [The deadline to receive your EFT/ACH July 5th, 2018.](#)

If you already receive allocation/designation payments electronically, please accept our thanks and disregard this notice.

We appreciate your cooperation. If you have questions or need assistance, please contact me at Chantell@unitedwayoflinncounty.org (Linn) or Chantell@unitedwayblc.org (Benton & Lincoln)

Regards,

Chantell Schaumburg

Director of Operations,
United Way Serving Linn, Benton & Lincoln Counties



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DIRECT DEPOSIT (CREDIT) AUTHORIZATION

I (we) hereby authorize **United Way of Linn County** (the Originator) to initiate credit entries to the account identified below at:

- Checking**
- Savings Account

Financial Institution _____

Branch _____

City _____ State _____ Zip _____

Account Number _____

Routing/Transit Number (9 digit #) _____

(Look between these symbols |: |: on the bottom left of your check)

I also authorize the Depository Financial Institution (DFI) to accept these entries. Adjusting entries to correct errors are also authorized. It is agreed that these entries and adjustments may be made electronically under the Rules of the National Automated Clearing House Association (NACHA). This authorization is to remain in effect until the Originator has received written notification from me of its termination in such time and manner as to afford the Originator and the DFI a reasonable opportunity to act on it. I acknowledge receipt of a completed copy of this Authorization.

Agency Name

Agency Tax ID #

Address

City, State Zip

Phone

Signature of Authorizing Party

Date

Printed Name and Title

Please return this form for the account to be credited to:
United Way of Linn County
PO Box 905
Albany, OR 97321
 Or email protected document to:
office@unitedwayoflinncounty.org



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Counties

Email address for notification

Please retain a copy for your records.

LINN COUNTY OFFICE | PO BOX 905 | ALBANY, OR 97322 | 541.926.5432
BENTON COUNTY OFFICE | 2330 NW PROFESSIONAL DR SUITE 101 | CORVALLIS, OR 97330 | 541.757.7717
LINCOLN COUNTY OFFICE | 801 SW HWY 101 | LINCOLN CITY, OR 97367 | 541.757.7717