



**2012 ACH AUTHORIZATION FORM
MONTAVILLA FARMERS MARKET**

Market Business Name:

Name on Account:

Email:

Phone:

Provide cancelled check or provide info below:

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

- YOUR NAME**: 123 YOUR STREET, YOUR CITY, STATE 12345
- 12-345 6789**: Partial routing number
- 1001**: Partial account number
- DATE:** _____
- PAY TO THE ORDER OF:** _____
- \$** **DOLLARS**
- YOUR FINANCIAL INSTITUTION**: 123 MAIN STREET, CITY, STATE 12345
- NOTE:** _____
- 1234567890**: Routing Number (labeled with a line pointing to the text below)
- 000123456**: Account Number (labeled with a line pointing to the text below)
- 1001**: Check Number (labeled with a line pointing to the text below)

Bank Name:

Bank City & State:

Routing Number:

Account Number:

ACH (Automated Clearing House) method is the network that processes electronic financial transactions in the United States. ACH has been used since 1972, with millions of ACH payments being processed daily. MFM recognizes that there is no payment less secure than a mailed check, with electronic payments being faster and more reliable.

ACH allows market vendors to receive token reimbursements direct to their bank accounts. This ACH access from MFM's Unitus Community Credit Union account will allow the market to transfer funds within 3 working days from deposit.

Our pledge to you, as a trusted business partner, will be to exhibit financial integrity and responsibility at all times. Reimbursements will be in an amount equal to the weekly totals shown within your Token Reimbursement Packet. These reimbursements will occur in a regular verifiable way each week. MFM will be available to answer questions or resolve discrepancies. With ACH, there's a 3rd party record, via Unitus Bank, of the Market transferring funds and a 3rd party record of it arriving, via your bank.

ACH FAQ

How does the Market link to my account?

MFM will begin linking accounts on May 1st. The Market's bank, Unitus, will deposit two small amounts in to your account. These amounts will likely be only a few cents and may be the exact same amounts, so be on careful watch for them during this time. Once you see the amounts, contact the Market Treasurer to verify the amounts. MFM will report the two deposits back to Unitus and if they match, the accounts will be linked. You are then ready for your first week's token reimbursement.

When will the Market deposit my token reimbursement each week?

The Market will authorize vendor deposits by Tuesday NOON for the Sunday prior.

How long will it take before I receive the deposit in my account?

3 working days is the industry standard from deposit authorization to reaching your bank. However your institution may impose other delays. If you haven't seen the deposit by Friday of the week following Market, contact your bank.

Who can I contact if I have issues or concerns with my weekly deposit?

Your primary contact will be the MFM Financial Operations Staffer who will be responsible for reimbursements. They are available at Market and via email.

Can I opt out of ACH?

No, ACH is the only method of token reimbursement.

What about special situations?

Please be in contact with the MFM Market Manager to discuss.

CONTACT INFORMATION

MFM Financial Operations Staffer
TBD

MFM Board Treasurer and Accountant
Beth Klivers
bethklivers@gmail.com
(503) 256-5125

MFM Market Manager
Gretchan Jackson
gretchan@montavillamarket.org