# Vendor & Subcontractor ACH Authorization

*American Wolf Construction LLC — Electronic Payment Enrollment*

Complete this form to receive payment from American Wolf Construction by ACH. Include a bank-issued account verification letter on bank letterhead or provide a voided check. Deposit slips and screenshots are not accepted.

## 1. Request Type

☐ New enrollment ☐ Change bank account ☐ Update contact ☐ Cancel ACH

## 2. Vendor Information

| | |
|---|---|
| **Legal business name (must match the name on your W-9):** | |
| **DBA / trade name, if different:** | |

### Entity type

☐ Corporation ☐ LLC ☐ Partnership ☐ Sole proprietor

## 3. Required Documentation

Payment cannot be released until the following are on file and current. Check what is attached; the office will confirm the rest.

☐ W-9 (required)
☐ Voided check or bank letter (required)
☐ Certificate of insurance
☐ Signed subcontract agreement
☐ AZ ROC license copy
☐ W-9 already on file

*Projects funded by federal or grant sources may carry additional requirements — including certified payroll, prevailing wage compliance, and material sourcing documentation. Those requirements will be stated in the applicable subcontract or work order.*

## 4. Bank Account Information

### Account type — select one

☐ Business checking ☐ Business savings ☐ Other (specify below)

| | |
|---|---|
| **Financial institution name:** | **Bank address (city and state):** |
| **Routing number (9 digits, ACH):** | **Account number:** |

*Use the ACH routing number, which may differ from the wire routing number shown on your bank's website. Confirm both numbers against your voided check or bank letter before signing — incorrect numbers delay payment and may cause funds to be returned.*

## 5. Authorization

The undersigned vendor (“Vendor”) authorizes American Wolf Construction LLC (the “Company”) and its financial institution to initiate ACH credit entries to the account identified above, and authorizes the financial institution named above to credit those amounts to that account.

Vendor further authorizes the Company to initiate debit entries and adjustments to that account for any amount credited in error, including duplicate payments, overpayments, and payments issued for work not performed or not accepted. Vendor agrees this correction right is a condition of receiving payment by ACH and remains obligated to repay any amount not recoverable by debit.

Vendor certifies that the information provided is accurate and complete, that the account is held in the legal business name stated above, and that the person signing below is authorized to bind Vendor and to designate the account for receipt of funds.

Vendor acknowledges that the Company is not responsible for payments delayed, misdirected, or lost as a result of account information Vendor has provided incorrectly, or Vendor’s failure to notify the Company of a change to the account. Payment initiated to the account identified above constitutes payment to Vendor.

Vendor agrees that requests to change banking information must be submitted on a new signed form and will not take effect until the Company has verified the request by telephone with a known Vendor representative, using contact information already on file. The Company may disregard any change request received only by email or text.

ACH payment does not modify the payment terms, retainage, lien rights, conditions precedent to payment, or any other term of the applicable subcontract, purchase order, or work order. The Company may issue payment by check at its discretion.

This authorization remains in effect until the Company receives written notice of its termination from Vendor, in a time and manner that affords the Company and its financial institution a reasonable opportunity to act on it.

| | |
|---|---|
| Authorized signature | Date |
| Printed name | Title |

## 6. Payment & Fraud Prevention Notes

- Attach a voided check or bank-issued verification letter on bank letterhead. Deposit slips and screenshots are not accepted.
- Notify the office immediately if the account is closed or changed. Payments sent to a closed account may take several days to return and reissue.
- All banking changes are verified by phone callback to a number already on file — not to a number supplied on a change request. This protects both parties against payment-diversion fraud.
- American Wolf Construction will never request your banking information by email or text, and will never ask you to redirect payment to a different account by email alone.
- If you receive a suspicious request appearing to come from American Wolf Construction, call the office directly at (480) 636-7261 before acting on it.
- Banking information is treated as confidential and stored securely with restricted access.

**FOR OFFICE USE ONLY — DO NOT COMPLETE**

☐ W-9 received and matches legal name above ☐ Voided check / bank letter received

☐ Certificate of insurance current ☐ AZ ROC license verified ☐ Signed subcontract on file

☐ Banking details confirmed by phone callback to number ON FILE (not the number on this form)

**Callback placed to:** **Spoke with:** **Date:**

**Entered in AP system by:** **Date:** **Vendor ID:**