



Woolpert, Inc. is now offering to make vendor and subconsultant payments electronically by ACH. This will be a direct deposit to your company's bank account rather than receiving a check for your invoices. If you are interested in receiving your payments electronically from Woolpert, Inc., please fill out the bottom of this letter. Once completed, please choose one of the following ways to return it:

FAX: (937) 531-1257

EMAIL: Nicole.Burr@woolpert.com

MAIL: Woolpert, Inc.,
Attn: Accounts Payable
4454 Idea Center Blvd.
Dayton, Ohio 45430

Electronic Payment Authorization

I authorize Woolpert, Inc. to initiate direct deposits to the account specified below. I agree not to hold Woolpert, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution. This agreement will remain in effect until Woolpert, Inc. receives a written notice of cancellation from me.

Vendor / Subconsultant Name _____

Email Address _____

Bank Name _____

Bank Address _____

Bank City, State, Zip code _____

Bank Phone Number _____

Bank Routing Number _____

Bank Account Number _____

Bank Account Type: ___Checking OR ___Savings

Authorized Signature _____ Date _____

*Please attach and send a voided check along with this completed form.

*An email address is required to receive remittance information for each payment.

Woolpert, Inc.
4454 Idea Center Boulevard
Dayton, OH 45430-1500
937.461.5660