

Ach Payment Request Form

Company Name

Global Financial Solutions

Form Reference Number

ACH-2024-002

Date of Request

December 20, 2024

Requestor Information

Name of Requestor: Jessica Martinez

Employee ID: GFS09876

Department: Finance

Contact Details:

- Phone: +1-456-789-0123
- Email: jessica.martinez@gfs.com

Payee Information

Name of Payee: Mark Robinson

Contact Details:

- Phone: +1-321-654-9870

- Email: mark.robinson@vendor.com

Bank Details (for ACH Transfer):

- Account Name: Mark Robinson
- Bank Name: National Bank
- Routing Number: 123456789
- Account Number: 987654321
- Account Type: Checking/Savings

Payment Details

Amount Requested: \$3,750

Currency: USD

Purpose of Payment: Payment for professional consultation services rendered in Q4 2024.

Payment Due Date: December 22, 2024

Supporting Information

Attached Documents: Invoice #CONS-2024-456, Contract Agreement

Authorization Section

Requested By:

- Name: Jessica Martinez
- Signature: _____
- Date: December 20, 2024

Approved By:

- Name: Daniel Peterson

- Signature: _____
- Date: December 21, 2024

Remarks/Comments

Payment requested via ACH transfer for timely transaction completion.