

# Ach Payment Request Form

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## 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.