



CENTRAL ADMINISTRATION
518-561-0100

District Office	FAX 518-562-1471
Management Services	
Business Office	FAX 518-561-9382
Employee Services	FAX 518-324-6612

CVES MISSION

Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

MEMORANDUM

TO: CVES Vendors

FROM: Christine Myers, Treasurer, x221
myers_christine@cves.org 

RE: ACH/Direct Deposit for Vendor Payments

DATE: February 5, 2021

CVES is now offering ACH/Direct Deposit to our vendors.

If you would like to receive your future payments from CEWW BOCES/CVES, please complete the attached form and return to us as indicated.

Please email us if you prefer a fillable PDF of the form.

If you have any questions, please let us know.

Thank you.

Clinton-Essex-Warren-Washington BOCES

AKA Champlain Valley Educational Services (CVES)

Direct Deposit/ACH Authorization Form for Vendors

Section 1: Transaction Type		
☐ New request - (Attach W-9 form)	☐ Change of information request	
Section 2: Authorization for Setup or Changes		
Vendor Number	(Office use only)	
Tax ID# / SSN#		
Vendor Name (as listed on bank account)		
Vendor Contact Representative Name/Address/Phone Number		
Email Address to use for Payment Notices (Required to receive invoice numbers for payments)		
I authorize Direct Deposit Section to verify with the Financial Institution the accuracy of the account information provided. I authorize the CEWW BOCES to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error in accordance with NACHA rules. I authorize these payment instructions and accept the terms and conditions for Electronic Funds Transfer payments at the bottom of this form.		
Authorized Name (printed)		Title
Authorized Signature		Date
Name of Bank		
Bank Address		
Bank Routing Number (9 Digits)		
Bank Account Number	Bank Account Type ☐ Checking ☐ Savings	

Please complete all sections above and return to us via mail, fax, or email:

CEWW BOCES
 ATTN: Treasurer
 PO BOX 455
 Plattsburgh, NY 12901
 FAX (518) 561-9382
 myers_christine@cves.org

Please contact us at 518-561-0100 X221 if you have any questions or need assistance.

Office Use Only: Received by: _____ Date: _____ Entered by: _____ Date: _____ Verified by: _____
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Section 1: Transaction Type: Select the appropriate transaction type:
New request – Initial Request for direct deposit (Attach W-9 form).
Change of Information request – To change information on an existing direct deposit authorization already submitted.

Terms and Conditions

Please allow 30 days for processing initial direct deposit requests, and, 7-10 business days to process change requests. For immediate stops or holds necessary for direct deposit accounts, you must contact the BOCES Treasurer directly by phone at the above number.

Providing account information does not authorize CEWW BOCES to access account activity on your account.

We will initiate a pre-notification to your financial institution prior to making payment based on this authorization. The pre-notification is a zero dollar entry transmitted to your financial institution for the purpose of verifying the accuracy of the account and transit-routing numbers provided and entered into our system.

An authorized representative of the payee must make any changes to the information provided on this form in writing. Changes to account information will cause the original authorization to be immediately inactivated and the new account information will be processed as described above upon direct verification with an authorized officer of the organization. The authorization will remain in effect until terminated in writing with sufficient notice to CEWW BOCES to allow adequate time to effect termination. CEWW BOCES will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this ACH Authorization Form. CEWW BOCES cannot send payments to different accounts at this time. All payments from CEWW BOCES will be sent to the single account you designate.