



ACH Enrollment and Authorization

The Jewish Community Foundation of Los Angeles is transitioning our grants processing from check payments to electronic transfers through the Automated Clearing House (ACH). ACH payments will credit directly to your bank account, allowing for faster payments and increased security.

To ensure that your payments continue to be processed in a timely manner, please follow the submission instructions listed below. Please note that any inaccuracies in information provided may result in processing delays. We recommend that you keep a blank form for future use. Should your banking or contact information change, please notify The Foundation to update your record.

Submission Instructions

- 1. Complete the attached *ACH Authorization form***
- 2. Attach a voided check OR a signed bank letter (on bank letterhead) for verification of all banking information**
- 3. Email the completed form and a copy of the voided check to:
ach@jewishfoundationla.org**

If you prefer to mail the completed materials, please address them to:

Attn: Grants Management
Jewish Community Foundation of Los Angeles
6505 Wilshire Boulevard, Ste. 1200
Los Angeles, California 90048

Downloadable Form

An electronic, fillable pdf version of the form is available on The Foundation's website at:
<https://www.jewishfoundationla.org/grant-recipients>

Questions

If you have any questions about ACH payments, please feel free to contact The Foundation's grants management team at ach@jewishfoundationla.org or (323) 761-8713.

Internal Use Only	
Vendor ID	
<input type="checkbox"/> Initiate	<input type="checkbox"/> Change

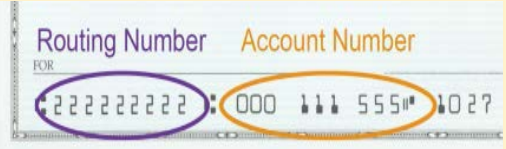
ACH ENROLLMENT AND AUTHORIZATION FORM

*** Required Fields**

1. ORGANIZATION INFORMATION

*Legal Name			
*EIN		DBA	
*Address			
*City, State		*Zip	

2. BANK INFORMATION

*Bank Name		Please ensure that this account is valid and can accept ACH payments. 
*Routing Number		
*Account Number		
*Account type (checking, savings, other)		

3. CONTACT INFORMATION

*Name		Upon payment, The Foundation will send grant details (incl. applicable donor info) via email. The system allows for <u>one contact per organization.</u> Please provide the contact information for the best person to receive this email.
*Title		
*Email		
*Phone		

4. SIGNATURE AUTHORIZATION

By signing this form, I confirm that the above bank information is accurate and that I am an authorized representative for this organization. I hereby authorize the Jewish Community Foundation of Los Angeles (The Foundation) to initiate credit entries to this account and agree to return any payments made in error. I confirm that The Foundation has advised my organization to place an ACH debit block on the above bank account to provide protection against unauthorized transactions. I understand that this authorization will remain in full force and effect until written notification to terminate is given.

*Name		*Title	
*Signature		*Date	

5. ATTACHMENTS

- Please attach one of the following to serve as verification for the account information provided above. The bank name, routing number, and account number **MUST MATCH** section 2 of this form.**
- Voided check
 - SIGNED bank letter on bank letterhead (can provide an example upon request)

Please return this form (along with the attachment) to:
ach@jewishfoundationla.org