

County of Moore
206 South Ray Street
P.O. Box 905
Carthage, North Carolina 28327

Financial Services
www.moirecountync.gov



Telephone: 910-947-6310
Fax: 910-947-6311

To: All County of Moore Vendors

Re: Electronic Funds Transfer (EFT)

To Whom It May Concern:

Moore County is constantly striving to enhance services to its vendors. We have implemented the process of paying our vendors electronically. This will enable us to process payments to you more timely and efficiently while eliminating payments that get lost in the mail.

If you would like to participate in this new process, please complete the enclosed payment authorization form and return it to me as soon as possible via e-mail, fax or regular mail. In the event that you change banks, bank account numbers, or e-mail addresses, you must notify the County in writing with the necessary changes. Failure to notify us of these changes will delay payment.

Once payment has been processed, you will receive a notification via e-mail with detailed payment information.

If you have any questions or concerns, I may be reached at (910) 947-7114.

Sincerely,

Karen Jones

Moore County Finance
Accounts Payable
PO Box 905
Carthage, NC 28327
Phone: 910-947-7114
Fax: 910-947-6311
kljones@moirecountync.gov

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Vendor Electronic Payment Authorization Form

For your convenience and benefit, the County of Moore will begin processing vendor payments electronically, for those who wish to participate. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you also will be notified of the deposit by e-mail. This notice will provide you with all the information that would normally be on your check stub. To begin receiving payments electronically, please complete the following information.

Please print the following information:

Vendor Name: _____
Vendor Address: _____
City, State, Zip Code _____
Vendor Phone Number: _____
Name of Bank: _____
Bank Routing Number: _____
Bank Account Number: _____
Checking or Savings: Checking Account Savings Account
Authorized Signature: _____
Printed Name: _____
Title: _____
Telephone Number: _____

Notification of payment
e-mail address _____

If you have any questions, please contact Karen Jones at (910) 947-7114, or
kljones@moorecountync.gov.