



### ACH Information Request Form

To enable REV Federal Credit Union to pay your invoices via the Automated Clearing House (ACH\*) method and be notified via e-mail of the payment, please complete this form and submit it to the Accounting Office per the instructions below. If you have questions while completing the form, please contact Ms. Anna Wells at 843.832.2653 or via email at AWells@REVfcu.com

Please check if you are unable to receive ACH payments.

Vendor Name (as it appears on your invoice): \_\_\_\_\_

Banking Institution: \_\_\_\_\_

Transit/Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Please indicate whether this is a savings or checking account:

Savings Account       Checking Account

Vendor Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

E-mail Payment Notifications to: \_\_\_\_\_

**Note:** If your routing or account numbers change, please contact the Accounting Office immediately at the phone number above.

Fax, email, or mail the completed form to:

Fax: 843.832.2659

Email: [accountspayable@REVfcu.com](mailto:accountspayable@REVfcu.com)

U.S. Mail: REV Federal Credit Union  
Attn: Accounts Payable  
P.O. Box 118001  
Charleston, SC 29423

\*At this time, we are not able to process wire transfers, only ACH payments.

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P.O. Box 118000, Charleston, South Carolina 29423-8000  
REVfcu.com | 800.845.5550