



## EFT SETUP AND NOTICE OF BANK CHANGE FORM

This checklist is to assist new and existing partners/grantees to complete or change EFT banking information. Please refer to the document requirements below to ensure that the form is properly completed.

**\*\*Failure to complete this form will result in forfeited grants and adoption rewards\*\***

### Document Requirements:

- EFT Form completed (all fields mandatory)**
  - Handwritten signature required, no e-signatures will be accepted
  - Email address on form should be appropriate contact for financial correspondence.
    - Note: Only one contact will receive notification for payments made
  
- Voided check or letter from financial institution must be attached to the EFT Form**
  - Voided check requirements
    - Personal checks will not be accepted
    - Temporary checks will not be accepted
    - Check must contain printed Organization Legal Name
  
  - Letter from Financial Institution requirements
    - Must be on bank letterhead
    - Organization Legal Name
    - Routing Number
    - Account number
    - Signed by Financial Institution

**Completed forms (EFT Form and voided check/letter) can be submitted by:**

- Email:
- [grants@petsmartcharities .org](mailto:grants@petsmartcharities.org)
- Fax: (623) 321-6158



Authorization for Electronic Funds Transfer

You hereby authorize PetSmart Charities, Inc. ("PetSmart Charities") to initiate credit entries to the account listed below in connection with the agreed upon File Transfer Protocol (FTP) transactions between our companies. You acknowledge that PetSmart, Inc. will administer the credit entries on behalf of PetSmart Charities. You agree that such transactions will be governed by the National Automated Clearing House Association rules. This authority will remain in effect and all deposits will be directed to the financial institution indicated below until PetSmart Charities receives either (1) a written notification terminating your authorization for direct deposits or (2) an updated Authorization for Electronic Funds Transfer form reflecting the changes to your financial institution information. Both written notifications must be submitted to PetSmart Charities within a reasonable time to allow PetSmart Charities to reflect those changes in your account.

**IN NO EVENT SHALL PETSMA RT CHARITIES OR PETSMA RT, INC. BE LIABLE FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE DELAY, OMISSION OR ERROR OF AN ELECTRONIC CREDIT ENTRY, EVEN IF PETSMA RT CHARITIES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

This agreement shall be governed by the laws of the state of Arizona.

Organization Name \_\_\_\_\_ Tax id# \_\_\_\_\_

Organization Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify that I am authorized to act on behalf of the organization listed above.

\_\_\_\_\_  
Organization's Authorization (MANDATORY SIGNATURE) Title Date

Please provide only "one" email address, where you prefer all funding notifications are sent:

E-mail \_\_\_\_\_

Email completed forms to Grants@PetSmartCharities.org or fax it to 623.321.6158.



**ATTACH A VOIDED CHECK OR SIGNED LETTER FROM YOUR BANK**

Voided checks must have preprinted LEGAL NAME AND ADDRESS and no individuals name-If your checks do not meet this criteria then please send us a signed letter from your bank: Example attached



# Coastal Bank and Trust

23 S John Sims Parkway • Valparaiso, FL 32580

Today's Date

Organization Legal Name (as known by the IRS)  
Organization Legal Address (as known by the IRS)  
City, State, Zip Code

To Whom It May Concern:

This letter serves to verify that "**Organization Name**" has a Non-Profit checking account at "**Bank Name, Bank Address.**" The account number is **\*\*\*\*\***, and the routing number is **\*\*\*\*\***. Feel free to contact me should you need any further assistance with this verification.

Sincerely,

**Signature- Bank Staff**

Relationship Banker Navarre Branch

Coastal Bank and Trust,

A division of Synovus Bank

Phone number

Email Address

