

Tips for Paying with an Electronic Check

- Please be careful when entering your Bank Routing Number and Checking Account Number. You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and **NOT** a debit card or a deposit slip. The routing number is the first set of numbers. Routing numbers are always 9 digits. The routing number represents the specific bank that should provide payment for your check. The account number typically follows the routing number. This is usually at least 8 digits, but the exact length can vary. If you are uncertain about your Routing Number or Account Number, please contact your bank for clarification before submitting your payment.
- Do **NOT** include the check number, which may be found before or after the account number.
- A Return Item fee of \$30.00 or 5% whichever is higher will be assessed for each returned Electronic Check (also known as ACH payment) regardless of the reason for the returned item. Please make sure you have the funds in your account and have entered accurate account information before making payment using your checking or savings account.
- Some financial institutions do not permit Electronic Check/ACH payments, which will require you to use a paper check as opposed to paying online. If you are unsure about whether this form of payment is permitted for your specific account, please contact your financial institution.
- Payments are never automatically deducted from your checking/savings account. For your convenience, you have the option to save the account information for your future use when making additional payments.