



## Exhibit F: Dealer Deputy ACH Authorization Letter

### Harris County Tax Office Dealer Deputy ACH Authorization Letter

Date: \_\_\_\_\_

To: Auto Accounting Department  
Phone: 713-274-8280  
Email: taxofficeautoaccounting@hctx.net

Re: Authorization to submit electronic payment via ACH method

This letter authorizes the Harris County Tax Assessor-Collector’s Office to initiate ACH debit transactions on the following listed bank account. The authorized ACH debit transactions include the payment of tax, title, registration, license fees, penalties, and any other fee that may be required to process transactions from our agency. This letter serves as preauthorization for the above referenced ACH debit transactions and fees. Electronic signatures are acceptable for this exhibit.

**DEALER DEPUTY NAME:** \_\_\_\_\_

**DEALER NUMBER:** \_\_\_\_\_

**NAME OF BANK:** \_\_\_\_\_

**BANK ACCOUNT NAME:** \_\_\_\_\_

**BANK ACCOUNT NUMBER:** \_\_\_\_\_

**BANK ROUTING NUMBER:** \_\_\_\_\_

**BANK REPRESENTATIVE NAME:** \_\_\_\_\_

**BANK REPRESENTATIVE PHONE:** \_\_\_\_\_

**Dealer Deputy Authorized Signatures:**

**Name and Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

If your bank has an ACH daily limit on your account, please notify the Harris County Tax Office Auto Accounting Department at 713-274-8280. Please make sure the funds for the work you are submitting do not exceed the daily limit imposed by your bank. It may become necessary to either increase the daily ACH limit or authorize the Harris County Tax Office to exceed the limit depending on the volume of work being submitted.