



Brooke Markley  
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May 15, 2024

Re: *ACH Payment Authorization*

**To Whom It May Concern,**

I am writing to inform you that Western U.S. Agricultural Trade Association will be initiating ACH payments for all future transactions with your company. This change is part of our efforts to streamline our payment processes and improve efficiency.

Please find attached a copy of our ACH Payment Authorization Form, which includes all the necessary details for setting up the ACH payment. If you wish to receive payment by ACH, we kindly request that you complete and return this form to us at your earliest convenience to ensure that there are no delays in processing future payments. Please password protect your finalized form and email to [mstewart@wusata.org](mailto:mstewart@wusata.org), or mail to 4601 NE 77<sup>th</sup> Avenue, Suite 240, Vancouver, WA 98662. Once your information is entered and verified, the ACH Payment Authorization Form will be destroyed. Your ACH details will only be available in WUSATA's CashPro account and the bank account and routing information will be masked to users.

If you do not fill out this form, you will continue to receive paper checks, however the checks will be issued by Bank of America BillPay and will no longer be a Western U.S. Agricultural Trade Association check.

If you have any questions or require further information, please do not hesitate to contact Melanie Stewart, Director of Finance & Administration at (360) 450-2164 or via email at [mstewart@wusata.org](mailto:mstewart@wusata.org).

Thank you for your cooperation.

**Sincerely,**

**Brooke Markley**

