

**MONTGOMERY COUNTY GOVERNMENT  
DEPARTMENT OF LIQUOR CONTROL  
AUTOMATED CLEARING HOUSE (ACH) AUTHORIZATION**

**INSTRUCTIONS:** To establish an ACH Account with Montgomery County Government Department of Liquor Control for purchase of products.

**Step 1:** Attach a voided check. Funds will be withdrawn from this account when you purchase products with Department of Liquor Control.

**Step 2** - Fill out the fields below. **Each field is mandatory.**

**Name (PRINT)** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Company/Business Name** \_\_\_\_\_

**Business Telephone** \_\_\_\_\_

**Other Telephone** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email address**  
**(PRINT CLEARLY - THIS WILL BECOME YOUR USERNAME IN THE ACH SYSTEM)**

\_\_\_\_\_

**DLC Account Number** \_\_\_\_\_

**License Number** \_\_\_\_\_

**Name of Financial Institution** \_\_\_\_\_

**Bank Acct #** \_\_\_\_\_

**Routing #** \_\_\_\_\_

**Account Type  Checking or  Savings Account**

I hereby authorize Montgomery County, Maryland (hereinafter called the "County") to draft funds from the bank named above and on the voided check for purchase of products from Montgomery County Government Department of Liquor Control.

This authorization is to remain in force until the County has received written notification from me of its termination in such time and in such manner as to afford the County and/or the Bank a reasonable opportunity to act upon it.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note to Licensee**

Department of Liquor Control will create your account with the information you provided. You will receive an e-mail to the email address above with further instructions to complete your enrollment. You must follow those instructions to complete your enrollment.

**Step 3:**

**DROP OFF THIS APPLICATION AT:**

- 1. DLC Cashiers' Window**
- 2. DLC Licensing, Regulation and Education (LRE) Window**
- 3. OR YOU CAN MAIL TO:**

**Montgomery County, MD, Department of Liquor Control**

**201 Edison Park Drive**

**Gaithersburg, MD 20878**

**Attn: Melissa Chui**