



**Montgomery County Department of Liquor Control  
Customer Bank Debit (ACH) Authorization Form**

Business Name: \_\_\_\_\_

DLC Account#: \_\_\_\_\_

By submitting this form, you are authorizing the Department of Liquor Control (DLC) to make changes to your DLC licensee account in regard to automatic bank debits (a.k.a. ACH debits) for purchases made from the DLC. A confirmation email will be sent to the email address you provide below when the change becomes effective, typically within one business day.

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Create a new ACH bank account      Effective Date: \_\_\_\_\_

Change an existing ACH bank account      Effective Date: \_\_\_\_\_

Close my ACH bank account      Effective Date: \_\_\_\_\_

(Note: You must have an ACH bank account set up with DLC in order to receive deliveries. All warehouse pickup orders must be resolved by 3:15 p.m. on the same day, otherwise the order will be canceled.)

Bank Name: \_\_\_\_\_

Bank Routing#: \_\_\_\_\_

Bank Account#: \_\_\_\_\_

Account Type:     Checking       Savings

How to submit:

Email to: [DLCLicenseeSupport@MontgomeryCountyMD.gov](mailto:DLCLicenseeSupport@MontgomeryCountyMD.gov)

Mail to: Dept . of Liquor Control  
Attn: Frances Oviedo  
201 Edison Park Dr.  
Gaithersburg, MD 20878

Deliver in person to: Dept. of Liquor Control  
LRE Window  
201 Edison Park Dr.  
Gaithersburg, MD 20878

Questions? Call DLC at 240-777-1999