



## ACH Direct Deposit Enrollment/Change Request Form

Revised 5/13/2025

Please complete the form below to enroll in ACH direct deposit for your payments. Should you need assistance or have any questions, please contact us via email at [OwnerRelations@sfoperating.com](mailto:OwnerRelations@sfoperating.com).

### Account Holder Information

Owner Number:		Tax ID (EIN or SSN):	
Name:			
Address:			
City/State/Zip:			
Phone Number:			
(Email required to receive ACH payments & e-statements)			
Email Address:			

### Bank Information

Bank Name:	
Name on Account:	
Routing Number:	
Account Number:	
Account Type (Checking/Savings/Other):	

### Authorization

Please process the above address change/ACH enrollment information effective immediately. For ACH information, I confirm that I am a registered owner of the account referenced above. I understand that Santa Fe Operating, LLC has the right to discontinue ACH payments at any time.

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

### REQUIRED ATTACHMENTS: Voided Check/Bank Authorization & Form W9

You must attach an original voided check or bank authorization letter for the account you wish to use for ACH deposits. A Form W9 is required to process ACH payments. Please return this completed form, the original voided or check/bank authorization letter, and Form W9 if one has not already been provided to:

Santa Fe Operating, LLC  
410 17th Street, Suite 1600  
Denver, CO 80202

Please note that you may receive a phone call from a company representative to verify the information provided. Once signed up for ACH you will no longer receive physical check details. Forms sent by email will NOT be accepted.