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TO: Recipients of MHB Funds
FROM: Cassandra Kaufman, Executive Director
SUBJECT: Disbursements via Zelle®

We now offer vendor payments using Disbursements via Zelle®. This service is being offering to preserve the safety of our banking information as well as that of our customers. Zelle® is a fast, safe and easy way to send payments, and funds are available within minutes.

Please complete the form at the bottom of this page and return to MHB on or before Tuesday to make the weekly payment deadline. Before payments can be released, you must be enrolled with Zelle® to take advantage of this real-time payment option, visit enroll.zellepay.com to register. We cannot process payment electronically unless the information below is received by the stated deadline.

Acceptable methods to submit this form include:

1. **Email:** the completed form to the MHB Accounting Team at accounting@stlmhb.org
2. **Mail to Office:** St. Louis Mental Health Board, 701 Market St., Suite 200, St. Louis, MO 63101
3. **Other Alternatives:** Please contact your MHB Lead Staff

Thank you for your prompt attention to this important matter.

DISBURSEMENTS VIA ZELLE® REGISTRATION

Organization Legal Name (if applicable) _____

Bank/Financial Institution Name _____

Name on Bank Account, if Different _____

Name of Person Providing Information _____

Email Linked to Bank Account _____

Mobile Number Linked to Bank Account _____

Bank Authorized Signer: _____ **Date** _____

Tuesday, June 4, 2024