



Dear Vendor:

The City of Ann Arbor now has the ability to send your payments electronically, depositing it directly into your bank account on the date that the payment is due. There are many benefits to you for taking advantage of this automated method of receiving payments including:

- **Faster Payment.** Eliminate the window of time from when the check is mailed by the City mailbox.
- **Avoid Theft and/or Fraud.** Avoid having your money fall into the wrong hands.
- **Save Valuable Time.** No more trips to the bank to deposit your payments, and no waiting for the check to clear. Your money will already be in your account and available for use without any hassle.
- **Be Environmentally Friendly** (“Going Green”) Reduction of use of paper (i.e. checks and envelopes).

Payments are deposited via **standard electronic funds transfer (EFT)**, which is a direct deposit to your checking account. An advice is emailed to you giving you the detailed information you may need and notifying you the payment is made.

This option is available at **NO CHARGE**, therefore, we are requesting that you take full advantage of EFT and sign up today.

How to get started receiving EFT:

To begin the set-up access, simply complete the enclosed City of Ann Arbor Direct Deposit Form. Once completed, you can email the form to the City of Ann Arbor at: AccountsPayable@a2gov.org.

If you do not have an email account you can still sign up for **EFT** electronically by faxing the information to (734) 994-2777.

City of Ann Arbor
Attn: Accounts Payable

If you have any questions regarding this automated way of receiving payments or questions about how to sign up, please don't hesitate to call Carol Ridge at (734) 794-6520 or email us at AccountsPayable@a2gov.org.

We look forward to providing you this beneficial service.

Sincerely,

The City of Ann Arbor



DIRECT DEPOSIT FORM

Direct Deposit via ACH is a fast, easy way to receive payments. We highly encourage our vendors to sign up. Using Direct Deposit means funds will be available in your account within two business days from payment date. Please follow the directions below to take advantage of this more efficient payment opportunity.

- **Bank Name:** _____
- **Type of Account:** Checking Savings
- **ABA Routing Number (9 digits):** _____
- **Bank Account Number:** _____
- **Vendor Name:** _____
- **Tax ID Number (9 digits):** _____
- **Vendor Mailing Address:** _____
- **Vendor Phone Number:** (_____) _____
- **Accounts Receivable Email Address:** _____
(Note: Email address required to receive detailed deposit notifications.)
- **Accounts Receivable Contact Phone:** _____
- **Printed Name of Authorized Vendor Representative:** _____
- **Signature and Date of Authorized Vendor Representative:** _____

**By signing above you agree to the following terms/conditions:*

- We understand that ALL payments will remit via ACH to the bank account listed above.
- We will notify the City of Ann Arbor of any change to account info 10 days prior to change in order to avoid returned payments.

The following backup *MUST* be submitted with this form and *MUST* include: the name on the account, the account number, and the ABA routing number.

- Checking account – attach/scan a voided check or a letter from the bank
- Savings account – attach/scan a pre-printed deposit slip and the 1st page of a recent bank statement (only if the “name” on the account is not on the deposit slip)

The completed form can be sent via email to AccountsPayable@a2gov.org or by fax w/cover sheet to (734) 994-2777.