



CITY OF ANN ARBOR, MICHIGAN

301 E. Huron St., P.O. Box 8647 • Ann Arbor, Michigan 48107-8647

a2gov.org • facebook.com/thecityofannarbor • twitter.com/a2gov

Greetings,

The City of Ann Arbor encourages you to sign up for electronic payments. These types of payments are:

- **FASTER**
 - *No mail carrier delays*
- **SAFER**
 - *Greatly reduce the risk of theft and fraud*
 - *Account information is verified prior to payment*
- **EFFICIENT**
 - *Stop unnecessary trips to the bank and waiting for checks to clear*
- **ECO-FRIENDLY**
 - *Less paper, ink, envelopes, stamps, and fuel waste*

Payments are deposited via **automated clearing house (ACH)**, to your selected account. An email remittance is sent automatically to notify you that a payment has been made and includes other detailed information.

- **SIGNING UP IS EASY!**

Follow these simple steps:

1. Complete the Electronic Payment Application
 - a. This form must be signed by the Owner, President, C-Suite executive, or similar
2. Submit the following **required** documentation:
 - a. Checking account
 - i. Include a voided check or bank letter
 - b. Savings account
 - i. Include a pre-printed deposit slip
 1. If the name is not on the slip, include the 1st page of a recent bank statement
3. Email all documents and questions to: accountspayable@a2gov.org
4. Update your online account at <https://vendor.a2gov.org/esuite.supplier>

We look forward to providing you with this beneficial service!



CITY OF ANN ARBOR, MICHIGAN

301 E. Huron St., P.O. Box 8647 • Ann Arbor, Michigan 48107-8647

a2gov.org • facebook.com/thecityofannarbor • twitter.com/a2gov

Electronic Payment Application

VENDOR INFORMATION

- Name: _____
(Exactly as it appears on your bank statement)
- Tax ID Number (9 digits): _____
- Mailing Address: _____
- Phone Number: (_____) _____
- Remittance Email Address: _____
(Required to receive deposit remittance)

BANK INFORMATION

- Name: _____
- Type of Account (Checking or Savings): _____
- ABA Routing Number (9 digits): _____
- Bank Account Number: _____

PREVIOUS BANK INFORMATION, IF APPLICABLE

- Previous ABA Routing Number: _____
- Previous Account Number: _____

DISCLAIMER

- *I understand that the City of Ann Arbor will validate the account information provided on this form and only validated changes will be processed.*
- *I understand that, for my protection, paper checks will be issued and mailed to the current address on file until all account changes are verified.*
- *I understand ALL future payments will be sent via ACH to the verified bank account listed on this form.*

I HEREBY CERTIFY THAT I AM AUTHORIZED TO INITIATE THIS CHANGE AND ALL INFORMATION IS ACCURATE.

Signature: _____

Printed name and title: _____

Date signed: _____