



City of Poulsbo

Electronic Funds Transfer (EFT) Vendor Payment Enrollment Form

The City of Poulsbo encourages vendors to accept payments via direct deposit using the Automated Clearing House System (ACH). Each time a payment is made via ACH, you will receive an email from cashierfunds@cityofpoulsbo.com which outlines the details of the payment transmitted. No other notification is provided.

To enroll or make modifications to information already submitted, please complete all fields on this form and return it to: City of Poulsbo – Attention: Accounts Payable – 200 NE Moe St, Poulsbo, WA 98370

Please check one box: Enrollment Modification

Section I – Vendor Information

Vendor Name: _____

Vendor Address, City, State & Zip: _____

Social Security Number or Taxpayer ID Number: _____
As it appears on W-9 form

E-Mail Address: _____
This address is where you will receive an e-mail advising of each payment sent by ACH

Contact Person Name: _____ Contact Phone Number: _____

Section II – Financial Institution information

Bank Name & Address: _____

Bank ABA Routing Number: _____

Bank Account Number: _____

Account Type: Checking Savings

Section III – Vendor Signature and Authorization

I authorize the City of Poulsbo to make payments by direct deposit to the account shown above and to initiate (if necessary) debit entries or adjustments for any credit made in error, of an incorrect amount, or those that are duplicates of a correct payment. I certify that I have authority to act on behalf of the vendor listed above. I understand this authorization will remain in effect until a written authorization requesting cancellation is received at the address listed above.

Print Name

Print Title

Signature

Date

City of Poulsbo - Electronic Funds Transfer (EFT) Vendor Payment Program

DIRECT DEPOSIT FACTS

- It's simple. Enrolling in the EFT Vendor Payment Program is quick and easy.
- It's safe. No more lost, stolen or misplaced checks.
- It's reliable. Your check payment goes straight into your bank account.
- It's quicker. You save time by not traveling to the bank to deposit your check.

FREQUENTLY ASKED QUESTIONS

➤ *What is EFT Direct Deposit?*

EFT is the Electronic Transfer of Funds into your bank account. Instead of receiving a paper check in the mail and taking it to your financial institution, your payment from the City of Poulsbo is deposited straight into your bank account.

➤ *How quickly will a payment be deposited into my account?*

Payments are deposited two business days after the date of issuance. This means you will receive your funds on the same day that paper check payments are placed in the mail, saving you several days of waiting for your money to arrive.

➤ *Will I have to pay fees for EFT Direct Deposit sign-up or ongoing transactions?*

No, the City of Poulsbo will not assess you any fees for this – it is free to participate. (You will want to check with your own financial institution regarding their fees, if any)

➤ *How will I know when the payment is in our bank account?*

You will receive immediate notification of each ACH payment (with remittance detail) sent to the email address you provide when signing up.

➤ *What happens if I want to change banks or the bank account?*

You can change your bank information, email address or contact information simply by completing and submitting a new EFT Vendor Payment Enrollment Form - making sure to check the "Modification" box at the top.

➤ *Can I stop using EFT Direct Deposit if I change my mind?*

Yes, simply make your request in writing to discontinue participation and submit to: City of Poulsbo, Accounts Payable, 200 NE Moe St, Poulsbo, WA 98370 or email cwardle@cityofpoulsbo.com

➤ *Who do I contact if I have further questions?*

Please contact the City of Poulsbo, Accounts Payable Desk at (360) 394-9728 or email cwardle@cityofpoulsbo.com