



Finance
 215 N. Mason Street
 2nd Floor
 PO Box 580
 Fort Collins, CO 80522
970.221.6770
 970.221.6782 - fax
 fcgov.com

VENDOR DIRECT DEPOSIT AUTHORIZATION FORM

What is Direct Deposit?

Direct deposit is a procedure in which your payment is deposited into a designated financial institution account of your choice instead of receiving a physical check. Direct Deposit is the safest, fastest and most cost efficient method to receive your payment, plus saves you a trip to the bank.

Procedures for signing up:

- 1) Complete bank information below.
- 2) **A BLANK VOIDED CHECK OR A STATEMENT FROM THE BANK WITH ACCOUNT NUMBER AND ROUTING NUMBER MUST BE ATTACHED**
- 3) All requested information must be completed.
- 4) Return the completed form to address below or Fax to 970-221-6782

**City of Fort Collins, Finance
 P O Box 580
 Fort Collins, CO 80522**

AUTHORIZATION AGREEMENT FOR AUTOMATED DEPOSITS

I hereby authorize and request the City of Fort Collins, hereinafter called CITY, to make payment of any amounts owing to me by initiating credit entries to my account indicated below in the financial institution named below, and I authorize and request financial institutions to accept any credit entries initiated by CITY to such account and to credit the same to such account without responsibility for the correctness thereof

Vendor Name: _____ EIN #: _____

Vendor Street Address: _____

Vendor City, State, Zip: _____

Contact Name: _____ Contact phone number: _____

E-Mail Address to send remittance information _____ Vendor # _____

Name of Financial Institution: _____

Financial Institution location: _____
(CITY) (STATE) (ZIP)

Account Number: _____ Checking: _____ Savings: _____

Financial Institution Routing Number: _____

This agreement may be terminated by me at any time by written notification to the CITY. Any such notification to CITY shall be effective only with respect to entries initiated by CITY after receipt of such notification and a reasonable opportunity to act on it.

Signed: _____ Date: _____