



VENDOR ACH AUTHORIZATION FORM

ACH Direct Deposit is the safest, fastest, and most cost-efficient method to receive your payment – plus it saves you a trip to the bank. To sign up for ACH Direct Deposit or to *change* existing ACH Direct Deposit information, please complete each item below:

- Complete vendor & bank information in the fillable form below.
- A BLANK VOIDED CHECK OR BANK LETTER WITH ROUTING & ACCOUNT NUMBER **MUST BE ATTACHED.**
- All requested information must be completed.
- Please email the completed form, along with a copy of your voided check to invoices@fcgov.com or Fax to 970-221-6782.

AUTHORIZATION AGREEMENT FOR ACH 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	FEIN #
MAILING ADDRESS	CITY, STATE, ZIP
CONTACT NAME	CONTACT PHONE #
CONTACT EMAIL ADDRESS	REMITTANCE EMAIL (IF DIFFERENT FROM CONTACT EMAIL ADDRESS)
NAME OF FINANCIAL INSTITUTION	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
ROUTING # (9 digits)	ACCOUNT #

If **CHANGING** account information, please provide your existing bank information below for security purposes. We are unable to process changes if information below is not completed.

NAME OF FINANCIAL INSTITUTION	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
ROUTING # (9 digits)	ACCOUNT #

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.

Signature: _____ Date: _____

VOIDED CHECK OR BANK LETTER ATTACHED (we are unable to set up ACH without this information)