

## City of Minneapolis Vendor ACH/EFT Enrollment Form

As part of the City of Minneapolis continuing efforts to efficiently process our supplier payments and lower our processing costs, the City has implemented an ACH/EFT disbursement program the payments of supplier invoices.

**Why should Your company or Organization Enroll?** By participating in this program, you can eliminate waiting in long lines at your bank and gain the benefit of a quicker deposit to your company's account. Not only does it free your staff's time, but an ACH payment gives you the access to the money more quickly, rather than having to wait for a check deposit to clear. We encourage all of our vendors to join the City of Minneapolis ACH/EFT disbursement program and enjoy the benefits of a no-hassle payment process and quicker access to your money.

**How Does it Work?** You will be notified when you will begin receiving payment via ACH/EFT. You will continue submit your invoices in the same manner for approval and processing.

Please fill out the below information to enroll in the program.

Vendor Name  Phone Number

Email address to send payment advice statement

Name of Finance Institution  Address

City  State  Zip Code

Account Type  Saving  Checking

Bank Routing Number  Account Number

### AGREEMENT

I hereby authorize and request the City of Minneapolis to initiate credit entries and, if necessary, a debt entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. The electronic payment data remains in effect until NACHA rules reversing a credit entry made in error, to my account at the financial institution named above. The electronic payment data remains in effect until withdrawn by.

- (a) Written notification to the City
- (b) My death or legal incapacity
- (c) The financial institution
- (d) City of Minneapolis

Agreement Requires Signature & Date To Be In Effect

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Return Completed form to:

Fax – (612) 673-2042

Email – [accountspayable@minneapolismn.gov](mailto:accountspayable@minneapolismn.gov)

City of Minneapolis, Accounts Payable ACH Enrollment, 350 South 5<sup>th</sup> Street, Room 325 Minneapolis MN. 55415-1315