



CITY OF AUSTIN

Vendor Electronic Payment (ACH) Information Form

NOTICE: ADDING ELECTRONIC PAYMENT INFORMATION TO YOUR VENDOR CODE WILL NOT ENSURE ELECTRONIC PAYMENT.

1. You must contact the City of Austin department you conduct business with to alert staff that you wish to be paid electronically. The user department begins the payment process and cannot take the necessary steps without prior notification from you or your company.
2. Electronic Payment instructions must be included with each invoice, or the City will not be able to issue payment electronically.
3. The City of Austin's preferred electronic payment method for vendors is Electronic Funds Transfer system via the Automated Clearing House (ACH). This allows the transfer of funds directly into your company's bank account quickly and at a low cost. Please consult with your financial institution to verify your ACH payment instructions.

Please complete the requested fields below, and a Vendor Registration staff member will add the appropriate ACH payment information to your vendor account. This form cannot be used for Wire Payment instructions.

Vendor Account Information

Legal Name: _____

Federal TIN: _____

Vendor Financial Contact
(e.g. CFO, Finance Mgr.)

Name: _____

Phone
Number: () _____

Bank Information

Bank Name: _____

Bank Address: _____

Bank Contact: _____

Bank Phone: _____

ACH Account Information

ABA: _____

Account Number: _____

Account Type: Savings Checking

Other Instructions: _____
Optional, please specify type of instructions

Electronic Payment Requestor Information

Phone: _____

Email: _____

Name & Title (Print): _____

Manual Signature: _____

All fields are required unless specified otherwise. Your request cannot be completed if any of the required fields are left blank.

Thank you for your cooperation.