



# CITY OF ORLANDO

## ACH / EFT AUTHORIZATION

Payee/Company Information: (Please print)

Vendor Account Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, zip code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Tax Payer Identification number (TIN) \_\_\_\_\_

Contact name for ACH \_\_\_\_\_ Phone number \_\_\_\_\_

Email address where you want ACH advices sent: \_\_\_\_\_

**In lieu of completing the Financial Institution information below, if you would like the City of Orlando to use the ACH information provided by your entity on an invoice or on a letter, send an email to [AP\\_ACH@Cityoforlando.net](mailto:AP_ACH@Cityoforlando.net) with an attached W-9, copy of an invoice / letter and the email address where to send the ACH advices.**

**To be completed by Financial Institution:**  
Financial Institution (Bank Name) \_\_\_\_\_  
Bank Account Number \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Bank Officer's signature and Title \_\_\_\_\_

I hereby authorize the City of Orlando to initiate credit transactions to my account. I also authorize the City of Orlando and the depository named above to initiate, (if necessary), debit entries or adjustments of any credit entries in error to my account indicated above.

This authority is to remain in full force and effect until the City of Orlando has received **written notification from me of its termination** in such a manner as to afford the City of Orlando reasonable opportunity to act on it.

**If you close or change** your banking account number please **notify the ACH payment section in writing immediately at [ap\\_ach@cityoforlando.net](mailto:ap_ach@cityoforlando.net)** . Failure to do so may result in deposit failure.

**Authorized Signature:** \_\_\_\_\_  
(Authorized officer or company owner)

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
(Please print name and title)

**Phone Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR ACCOUNTS PAYABLE USE ONLY:**  
Date Request Received \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
Date Request Processed \_\_\_\_\_ By: \_\_\_\_\_