

August 1, 2017

Dear valued vendors;

The City of Orlando would like to invite you to participate in one of our two new electronic payment programs, **ePayables** or **ACH Payment**.

### **ePayables**

The City of Orlando, in connection with Bank of America, has implemented a new and convenient payment option for our vendors called **ePayables**. Under this new option, you would retain on file a City of Orlando Visa card number, exclusive to your company. You would still invoice us as usual; however, once the invoice is approved and processed for payment, an electronic remittance advice would be emailed to your company and the zero balance Visa card would be funded on a weekly basis. The remittance advice would include statement-type information such as invoice numbers, invoice date and amount of the invoices paid. To deposit the funds into your account, you would simply enter the Visa card number on file into your credit card terminal for the amount funded. Payments will be processed as credit card transactions, so your standard merchant fees will apply. There are not any direct fees imposed by the City of Orlando or issuing bank.

Benefits to your company include:

- Invoices are paid weekly as soon as they are processed, *prior to the due date*.
- Accelerating the receipt of cash, as funds are typically deposited within 48 hours of the credit card transaction.
- Eliminating check processing costs and collection costs associated with lost or misplaced checks. Reducing exposure to check fraud and credit card fraud because the card is at a zero balance until the City of Orlando funds it.
- Receiving electronic remittance data with payment for more efficient back-end reconciliation. Going green — paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks.

An **ePayables** enrollment form is included in this package.

Adhering to the following instructions will ensure successful implementation of your company's payments via **ePayables**:

- To receive payment electronically from The City of Orlando, please complete the PAYEE/COMPANY Information section of the **ePayables** enrollment form. The form is included with this letter or can be accessed and downloaded from the Office of Business and Financial Services web site at [www.cityoforlando.net/admin/cfo/forms.htm](http://www.cityoforlando.net/admin/cfo/forms.htm). You may also contact the City of Orlando Accounts Payable Section at 407-246-2345 and request a copy of the **ePayables** enrollment form be sent to your address. The signed form should be mailed or emailed to the City of Orlando Accounts Payable Section at the following address:

**CITY OF ORLANDO**  
**P.O. Box 4990**  
**Accounts Payable Section -**  
**ePayables Orlando, FL 32802-4990**

**Email address:** AP\_ACH@cityoforlando.net

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### **OFFICE OF BUSINESS AND FINANCIAL SERVICES**

Orlando City Hall · 400 South Orange Avenue · PO Box 4990 · Orlando, FL 32802-4990  
P 407.246.2076 · F 407.246.2206 · [cityoforlando.net](http://cityoforlando.net)

## ***IMPORTANT***

1. Be sure the **ePayables** enrollment form is *signed by the proper Payee/Company official*. Please include their title along with their signature.
2. The business Taxpayer Identification Number (TIN) is required. If the form is being completed for a company, the IRS assigned Employee Identification Number (EIN) should be entered as the TIN. If the form is being completed for a sole proprietor, the Social Security Number (SSN) should be entered as the TIN.
3. Please include a telephone contact number and email address.
4. If you want to have payments for different locations go to different merchant accounts, you will need to file a separate enrollment form for each account.

## **ACH Payment**

In lieu of receiving a check for goods and/or services provided to the City of Orlando, your company's payment will be sent via electronic transfer and automatically credited to your account at your financial institution. The **ACH Payment** program has proven to be an efficient and cost effective mechanism for making payments, for increasing payment security and for eliminating the 2 to 3 day mail time. In addition, funds are credited and available to the recipient *on the due date* without the need for making manual deposit. You would still invoice us as usual; however, once the invoice is approved and processed for payment, an electronic remittance advice would be emailed to your company and your bank account would be credited. The remittance advice would include statement-type information such as invoice numbers, invoice date and amount of the invoices paid

Benefits to your company include:

- ACH offers cost savings to the vendors and to the City of Orlando.
- Eliminating check processing costs and collection costs associated with lost or misplaced checks Receiving electronic remittance data with payment for more efficient back-end reconciliation There are no restrictions on the minimum dollar amount of the payments transmitted through the ACH network, or the number of invoices each vendor can receive payment for on each ACH transmittal.
- Going green — paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks

The information requested on the ACH Vendor Enrollment Form is necessary to establish accurate electronic records for ACH payments, and will enable us to make timely, accurate transfers to your financial institution.

Adhering to the following instructions will ensure successful implementation of your company's payments via ACH:

- To receive payment electronically from The City of Orlando, please complete the PAYEE/COMPANY Information section of the ACH enrollment form. The form is included with this letter or can be accessed and downloaded from the Office of Business and Financial Services web site at [www.cityoforlando.net/admin/cfo/forms.htm](http://www.cityoforlando.net/admin/cfo/forms.htm). You may also contact the City of Orlando Accounts Payable Section at 407-246-2345 and request a copy of the ACH enrollment form be sent to your address.

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- In order to update our files we will need a new W-9 completed and remitted with the ACH enrollment documentation
- After completing the PAYEE/COMPANY Information section, please take the enrollment form to the ACH/EFT Coordinator of your financial institution for completion of the FINANCIAL INSTITUTION Information section. The completed enrollment form will ensure that your financial institution is prepared to accept ACH/EFT payments from The City of Orlando. After completing the PAYEE/COMPANY Information section and the FINANCIAL INSTITUTION Information section of the form the signed form should be either mailed or emailed to the City of Orlando Accounts Payable Section at the following address:

**CITY OF ORLANDO**  
**P.O. Box 4990**  
**Accounts Payable Section**  
**ACH Orlando, FL 32802-4990**

**Email address:** AP\_ACH@cityoforlando.net

***IMPORTANT***

1. Be sure the ACH enrollment form is *signed by the proper Payee/Company official and Financial Institution official*. Please include their title along with their signature.
2. The business Taxpayer Identification Number (TIN) is required. If the form is being completed for a company, the IRS assigned Employee Identification Number (EIN) should be entered as the TIN. If the form is being completed for a sole proprietor, the Social Security Number (SSN) should be entered as the TIN.
3. Please include a telephone contact number and email address.
4. If you want to have payments for different locations go to different bank accounts, you will need to file a separate enrollment form for each account.

Please contact us at AP\_ACH@cityoforlando.net if you have any questions about this process. We appreciate your business and look forward to providing your company with these more efficient payment options.

The City of Orlando is enthusiastic about these means of making payments and look forward to working with your company to make this a successful program.

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