

VENDOR# \_\_\_\_\_



CITY OF NORWALK  
125 East Avenue, PO BOX 5125  
Norwalk, CT 06856-5125  
P: 203-854-7715 / F: 203-854-7710

- NEW VENDOR
- CHANGE
- CANCEL

**ACH Vendor Form**

I (we) hereby authorize the **City of Norwalk, Connecticut**, to initiate credit entries to my (our) account (s) indicated at the depository financial institution names below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. **Submit the following documents by mail or in person. The ACH Vendor Form, a bank letter and a voided check.** *City of Norwalk, Attn: Accounts Payable, 125 East Avenue, Room 233, P O Box 5125, Norwalk, CT 06856-5125. Please make sure the account number and routing number on the check match the form below.*

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

Vendor Address \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Email Address \_\_\_\_\_

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

Fax Number \_\_\_\_\_

**Account Type (select One):**

Checking  Savings

**Financial Institution Information:**

Name and Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Routing #

Depositor Account # \_\_\_\_\_

VENDOR# \_\_\_\_\_

I certify that I have read and understood the lower portion of this form. By signing and/or submitting this form, I authorize payments to be sent to the financial institution named above and to be deposited to the named account.

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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**PLEASE READ CAREFULLY**

***The information on this form is confidential and is required to process payment data from the City of Norwalk, CT to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the ACH program.***

**Cancellation of ACH Payments:**

Payments will be made electronically via ACH until cancellation by the City of Norwalk, CT or the vendor.

Cancellation by the City of Norwalk, CT: ACH payments will be canceled on the effective date of any of the following:

- Change of financial institution or account information
- Change of the vendor to inactive status.

Cancellation by the vendor: You may stop receiving payments via ACH at any time by completing a new ACH Vendor Form. On a new form, check the Cancel box, fill in vendor name, Tax Id number, account number and account type, then sign and date the form.

**Notifications:**

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed
- You are responsible for notifying the City of Norwalk, CT if you change banks or account number. You must complete a new ACH Vendor Form and begin the ACH payment process again.
- You must complete a ACH Vendor Form to **cancel** that ACH payment (see above for cancellation instructions).
- You are responsible for payment of any charges that may be incurred against your account as a result of receiving an ACH payment.
- You must repay the City of Norwalk, CT if an overpayment occurs as the result of payment via ACH.

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Verified by Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by Accounting: \_\_\_\_\_ Date: \_\_\_\_\_