



IMPORTANT NOTES TO VENDORS: Please provide a voided check with your request if possible do not include a deposit slip as the account information may be different. Forms not signed by an authorizing official will not be accepted.

ACH VENDOR PAYMENT AUTHORIZATION AGREEMENT			
Please type or print legibly			
NEW	REVISION	Please Check One	
<p>I authorize the City of The Dalles, Oregon (the City) to deposit payment for services rendered or goods provided directly into my account at the financial institution listed below. If the City erroneously deposits funds into said account, I authorize the City and the financial institution to initiate the transaction(s) necessary to correct the error. This authorization will remain in effect until the City has received written notification from me of its termination and the City has had reasonable opportunity to act upon it. Further, it is understood it is my choice to include a check or not, and if not, then I understand the City may be unable to verify account information and the City will not be held responsible if the information provided on this form is inaccurate.</p>			
Name of Vendor/Payee:		Last four (4) digits of either business social security number or tax reporting number	
Vendor / Payee Address		Financial Institution Name (US Only)	
City, State		Financial Institution Routing Number	
Zip Code		Account Number	
Vendor/Payee Contact Name		Checking	Savings
Vendor/Payee Email for Vendor Accounts Receivable – Note: ACH Deposit Advice will be sent to this address			
Contact Telephone Number			
Print Name of Authorizing Official		Title	
Phone Number of Authorizing Official		Ext.	
Authorizer Signature - REQUIRED		Date	
INTERNAL USE ONLY			
Vendor ID#	Received Void Check	Date Processed	Accounts Payable Initials

Please submit this completed form with a voided check, if possible, to APVendor@ci.the-dalles.or.us. You may also submit by mail to City of The Dalles, Attn: Accounts Payable, 313 Court Street, The Dalles, OR 97058. If you change banks or bank accounts, please provide at least thirty (30) days written notice.