

# Direct Deposit Vendor Payment Program



(Please Check One)

New Participant

Change to Existing Direct Deposit

Terminate Direct Deposit

**City of Chicago**  
**Department of Finance**  
**121 N. LaSalle, 7th Floor**  
**Chicago, IL 60602**  
**312-744-7124**

The Direct Deposit Vendor Payment Program utilizes electronic fund transfers to provide a timely, accurate, and convenient method of depositing funds owed to vendors.

With Direct Deposit, the hassle of mail delays and late deposits are eliminated. Direct Deposit offers:

- Assurance of Timely Payments
- Convenient Payment Method
- Simple and Easy Sign-up

Vendors participating in the Direct Deposit Payments Program ensure necessary funds are available for use as soon as possible.

Deposits are made directly to vendor accounts, eliminating time consuming mail delays, waiting in line at the bank, and waiting for availability of funds.

**Instructions:** Complete the form below and submit it to the Department of Finance. Attach an unsigned and voided check from the account to receive direct deposits and send to the above address.

**Note:** Direct Deposit for multiple contracts or purchase orders can be set up on this form. Simply enter multiple numbers on the line provided below. However, a separate form is required for each Direct Deposit bank account.

Attach voided check here

I authorize The City of Chicago hereafter called "The City," to initiate credit entries to my banking account indicated below and the institution named below, hereinafter called "Institution," to deposit to the same such account.

This authority is to remain in full force and effect until The City and Institution have received written notification from me of its termination in such time and in such manner as to afford The City and Institution a reasonable opportunity to act on it prior to depositing to the account.

Vendor Name \_\_\_\_\_ Contract or PO Number(s) \_\_\_\_\_

City of Chicago Vendor Number \_\_\_\_\_

Vendor Street Address \_\_\_\_\_ Vendor FEIN/SS# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Bank Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Bank Routing # \_\_\_\_\_

Printed Name \_\_\_\_\_ Bank Account # \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Bank Telephone Number \_\_\_\_\_

Date \_\_\_\_\_ Email address \_\_\_\_\_