Direct Deposit Vendor Payment Program

(Please Check One)

New Participant [   ]

Change to Existing Direct Deposit [   ]

Terminate Direct Deposit [   ]

City of Chicago

City Comptroller's Office

33 N. La Salle Ste 700

Chicago, IL 60602

312-744-7124

The City of Chicago announces the Direct Deposit Vendor Payment Program. This 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 City Comptrollers Office. Attach an unsigned and voided check from the account to receive direct deposits.

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 account.

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.

Attach voided check here

Vendor Name_____

City of Chicago Vendor Number _____

Vendor Street Address _____

City, State, Zip_____

Telephone Number _____

Printed Name_____

Authorized Signature _____

Date_____

Contract or PO Number(s) _____

_____

Vendor FEIN/SS# _____

Bank Name _____

Bank Routing # _____

Bank Account #_____

Bank Telephone Number _____

Email address_____