



**City of Chicago Department of Finance
Electronic Funds Transfer – Vendor
Application Form**

(Please Check One)

- New Participant**
- Change to Existing Direct Deposit**
- Terminate Direct Deposit**

Receive payments by Electronic Funds Transfer (EFT) direct deposit, transmitted straight to your bank account. This secure, electronic, and convenient payment method offers the assurance of timely payments and eliminates potential delays in the availability of your funds. Follow the instructions to apply to receive your invoice payments by EFT.

Vendor Requirements and Instructions:

1. Check all five boxes below to confirm that you have read, understand, and agree with the corresponding statements.
2. Provide the information requested below and obtain a voided check imprinted with the vendor's name or a letter from your bank that provides the ABA (Routing) Number and Bank Account Number to which payments shall be deposited. **NOTE: If you have multiple contracts with the City of Chicago (City) you must complete a separate EFT form for each and every contract.**
3. Vendors must have an account in the iSupplier Vendor Portal to receive EFT payments. Register for an account or log in to your existing account at <https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html>.
4. Upload to your iSupplier account the completed EFT form(s) and scan of the voided check or bank letter. Instructions are found at <https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>. If you are unable to upload the documents, please mail all required documents to Department of Finance, Attn: Cash Management and Disbursements, 121 N. LaSalle St. Room 700, Chicago, IL 60602. Please email your questions to ElectronicEnrollment@cityofchicago.org.

I have read and understand the following statements. I agree that:

- If my EFT information changes, I shall update the information in iSupplier to ensure payment is not delayed and is transferred to the correct account.
- If my EFT information in iSupplier is incorrect, the City shall not make payment under the corresponding contract until the correct EFT information is entered in iSupplier.
- If an uncompleted or erroneous transfer occurs because my EFT information is incorrect or was revised within 30 days of the City's release of the EFT payment transaction instruction to my financial institution and the funds are no longer under the control of the Department of Finance (DOF), the City is deemed to have made payment and I will be responsible for recovery of any erroneously directed funds. If the funds remain under the control of the DOF, the City shall not make payment under the contract until the correct EFT information is entered in iSupplier.
- I authorize the City to initiate credit entries to my financial institution and account information provided below to deposit all invoice payments.
- This authority remains in full force and effect until the City and my financial institution have received written notice from me of its termination in such time and in such manner as to afford the City and financial institution a reasonable opportunity to act prior to depositing to the account.

Vendor Name _____ Contract or PO # _____ Vendor Payment Site: _____

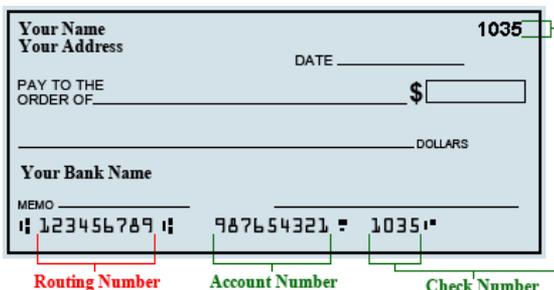
Vendor # _____ Vendor Phone # _____ Vendor Email address _____

Vendor Street Address _____ City, State, Zip _____

Vendor FEIN/SS _____ Print Bank Name: _____ Bank Phone # _____

9-Digit Bank Routing # _____ Bank Account # _____ Account Type: Checking _____ Savings _____

Authorized Vendor Signature _____ Date: _____



Sample check identifies the routing and bank account numbers



Sample Bank letter identifies the routing and bank account numbers