

**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.

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 Bank Confirmation Letter from your bank that provides the ABA Routing Number and Bank Account Number to which payments shall be deposited.
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 the completed EFT form and Bank Confirmation Letter to your iSupplier account. 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 or have questions, please email all required documents to ElectronicEnrollment@cityofchicago.org in an encrypted email, or mail to the Department of Finance, Attn: Cash Management and Disbursements, 121 N. LaSalle St., Room 700, Chicago, IL 60602.

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

- I am an authorized signer for the vendor and 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 incomplete 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 _____ Vendor # _____ Vendor Tax ID # _____

Contract or PO # _____ Vendor Phone # _____ Vendor Email Address _____

Vendor Street Address _____ City, State, ZIP _____

Bank Name _____ Last 4 Digits of Bank Account # _____ Checking Savings

Authorized Vendor Print Name _____ Signature _____ Date _____

SAMPLE BANK CONFIRMATION LETTER

The sample bank confirmation letter must include the Account Name/Title, Account Number, Routing Number, Bank Address, and SWIFT code. A SWIFT code is a set of 8 or 11 digits that represents a bank branch.



860 Northwest Highway
Fox River Grove, IL 60021
Tel: 847-639-5008
Fax: 847-639-4207

To Whom It May Concern,

RE: Account Confirmation Letter

Please accept this letter as confirmation that the following account/s is/are in active status and in good standing with BMO Bank NA. The instructions to receive and post incoming wire transfers and ACH transfers to your BMO Bank NA U.S. dollar account are as follows

Account Title:	[REDACTED]
Account number/s	[REDACTED]
ABA Routing Number	[REDACTED]
Bank address:	[REDACTED]
Swift Code	[REDACTED]

If questions or concerns arise do not hesitate to reach out to [REDACTED]

Regards,

[REDACTED]

BMO Bank Manager