WORKFORCE SOLUTIONS PROGRAM ELECTRONIC REIMBURSEMENTS (ACH)

Employment & Employer Services (E&ES) as the Program Administrator for the Chicago Department of Planning and Development's Workforce Solutions Program Grant will reimburse approved expenditures via an Automated Clearing House (ACH) funds transfer.

- Under the City of Chicago's Workforce Solutions Program, E&ES requires all approved Workforce Solutions applicants to receive training reimbursements electronically.
- Your reimbursement payments will be deposited into the bank account of your choice.
- In addition to having the money deposited electronically, you will also be notified of the deposit by email.

Please complete this form, attach a voided check, and return to the address shown at the bottom of this page.

Payee Information			
Payee Name:		Federal ID #:	
Contact Person Name:			
Address Line #1:			
Address Line #2:			
City, State, Zip:			
E-mail address:			

Bank Information	
Bank Name:	
Name on Account:	
Routing #:	
Account #:	
Type of Account (check one):	Checking Savings
E-mail address for payment notification:	

I certify that the depository information listed above is accurate and I authorize Employment & Employer Services to issue payments electronically via ACH. Signature must be that of an authorized representative. The owner agrees to give at least thirty (30) days advance written notice of any change in the payment instructions shown above.

VENDOR ELECTRONIC PAYMENTS REQUEST (ACH)

I am an authorized signer, or otherwise have authority to act, on the account identified in this agreement. *(If payee is a corporation, a corporate resolution or letter authorizing you as having authority to sign and act on behalf of the corporation must accompany this authorization.)*

Authorized Signature: _____ Date: _____

Printed Name of
Authorized Official _____ Title: _____

ATTACH VOIDED CHECK HERE
(voided check not required, but recommended)

Complete this form, scan/upload and return via Submittable

For E&ES Accounts Payable Internal Use	
Date Entered:	Entered by:
Corporate Resolution Received:	
Email Sent:	Email Received: