



City Use Only

V# \_\_\_\_\_

## VENDOR ACH AUTHORIZATION

To receive Automated Clearing House (ACH) payments from the City of Portage in lieu of paper checks, please complete the information below.

*(Please note: For new vendors only, your first payment will be a paper check)*

I authorize the City of Portage to use the account information attached and issue

ACH payments to: \_\_\_\_\_  
(Vendor)

Send ACH Remittances to: \_\_\_\_\_  
(Email Address)

Signature/Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form along with a copy of a voided/cancelled check or bank letter via any of these methods:**

Electronically:	US Mail or in person:
e-mail: <a href="mailto:Accountspayable@portagemi.gov">Accountspayable@portagemi.gov</a> Fax: (269) 329-4535	City of Portage Attn: Finance Dept. 7900 S. Westnedge Ave. Portage, MI 49002

City Use Only:

#/Contact \_\_\_\_\_

Date/Initials \_\_\_\_\_