

## EFT Enrollment Form for Vendors

**Read instructions prior to completing.**

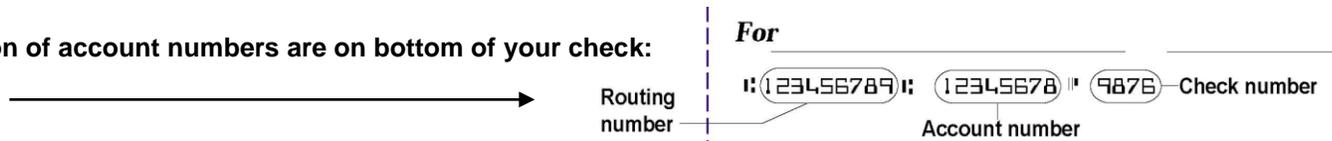
### Section A - Vendor's information

Vendor name:		Vendor Tax Identification Number <i>(Required)</i> :		
<b>Vendor address</b>				
Street:	City:	State/province:	ZIP code/postal code:	
Telephone number: <i>(Required)</i>	Email address <i>(Required)</i> :			

### Section B- Financial institution information

Financial institution name:			
<b>Financial institution address</b>			
Street:	City:	State/province:	ZIP code/postal code:
Financial institution routing number:	<b>Type of account at financial institution</b>		
	<input type="checkbox"/> Checking*   OR <input type="checkbox"/> Savings     <input type="checkbox"/> Personal*   OR <input type="checkbox"/> Business*		
<b>*Copy of preprinted voided check or bank verification letter required.</b>			
Vendor's account number with financial Institution:			

Location of account numbers are on bottom of your check:



### Section C – Submission information

Reason for submission:		
<input type="checkbox"/> New enrollment ( <i>Start</i> )	<input type="checkbox"/> Change enrollment	<input type="checkbox"/> Cancel enrollment ( <i>STOP</i> )
<p><b>This form is used to authorize Electronic Funds Transfer to a checking or savings account.</b></p> <p>I certify that I have read and understand the information contained in this form. I acknowledge that the origination of transactions to the authorized account must comply with provisions of TX and US law. I certify that I am authorized to enter into this agreement as the account holder.</p> <p>Printed name of authorize signer: _____</p> <p>Authorized written signature of person submitting enrollment: _____</p> <p>Date: _____</p> <ul style="list-style-type: none"> <li>• <b>Recovery of funds deposited in error</b> – In the event an erroneous deposit occurs creating an overpayment, City of Anna will reserve the right to debit your account accordingly.</li> <li>➢ Once completed and signed please send forms to: <a href="mailto:purchasing@annatexas.gov">purchasing@annatexas.gov</a> along with a copy of a voided preprinted check or official bank verification letter of the account name, routing number and account number.</li> </ul>		

<b>Office use only</b>	Vendor Number:	Date processed:	Initial:
	Purchasing Manager signature:	Date:	

## Instructions for Vendors and Contractors

### Instructions for EFT Enrollment Form.

#### Section A – Vendor’s information

**Vendor’s name** – Complete legal name of institution, corporate entity, practice or individual.

**Vendor’s Federal Tax Identification Number (TIN)** – A federal tax identification number also known as an Employer Identification Number (EIN), is used to identify a business entity.

#### Vendor’s address

- **Street** – The number and street name where a person or organization can be found.
- **City** – City associated with vendor address field.
- **State/province** – two character code associated with the state/province/region of the applicable country.
- **ZIP code/postal code** – System of postal-zone codes.
- **Telephone number** – Associated with contact person (**required**).
- **Email address** – An electronic mail address at which agency might contact the vendor (**required**).

#### Section B – Financial institution information

**Financial Institution name** – Official name of the vendor’s financial institution.

#### Financial institution address:

- **Street** – The number and street name where a person or organization can be found.
- **City** – City associated with vendor address field.
- **State/province** – ISO 3166-2, two character code associated with the state/province/region of the applicable country.
- **ZIP code/postal code** – System of postal-zone codes.
- **Financial Institution routing number** – A 9-digit identifier of the financial institution where the vendor maintains an account to which payments are to be deposited.
- **Type of account at financial institution** – The type of account the vendor will use to receive EFT payments, e.g., checking or savings, personal or business.
- **Vendor’s account number with financial institution** – Vendor’s account number at the financial institution to which EFT payments are to be deposited.

#### Section C – Submission Information

#### Reason for submission:

- **New enrollment (Start)** – Mark this box for new enrollment or re-enrolling for EFT after a cancellation.
- **Change enrollment** – Mark this box to change any information. Includes changes in bank account (*canceling current deposit and starting a new one*) or contact information. **Note:** If changing only email or mailing address, Section C may be left blank.
- **Cancel enrollment (Stop)** – Mark this box to withdraw authorization for EFT. Cancellations require a three day turnaround.
- **Recovery of funds deposited in error** – In the event an erroneous deposit occurs creating an overpayment, the City of Anna will reserve the right to debit your account accordingly.
- **Authorized signature** – The signature of an individual authorized by the vendor or its agent to indicate, modify or terminate an enrollment.
- Depending on the payment cycle, it may take up to 30 days to set up EFT payment.

#### When this form is complete:

***This information is required for all new accounts so that we can accurately verify the account numbers. (Deposit slips not accepted.)***

- Attache a copy of a voided preprinted check or official bank verification letter of the account name, routing number and account number.
- Return by email to: [purchasing@annatexas.gov](mailto:purchasing@annatexas.gov)
- For questions contact: Joanna Golleher 214.831.5302



## FREQUENTLY ASKED QUESTIONS ABOUT ELECTRONIC FUNDS TRANSFER(EFT)

### 1. WHAT ARE THE BENEFITS OF ELECTRONIC FUNDS TRANSFER(EFT)?

There are several advantages to EFT:

- Payments are more secure - Paper checks can be lost in the mail or stolen, but money deposited directly in your bank account is more secure.
- Payments arrive sooner--You don't have to wait for a check to arrive in the mail. Electronic payments are deposited directly into your bank account, saving days of waiting for checks to clear.
- You save time – Money deposited into your bank account is automatic. You save the time you used to spend at the bank depositing the check.

### 2. HOW QUICKLY WILL A PAYMENT BE DEPOSITED INTO MY ACCOUNT?

Payments are deposited two-three business days after the date of issuance.

### 3. HOW WILL I KNOW WHEN THE PAYMENT IS IN MY BANK ACCOUNT?

Email notifications will be sent out to the email you specify on your form. Please verify this information is correct, as it is the only notification you will receive showing payment. In addition, you may contact your bank directly or use on-line banking, mobile applications, and regular bank statements to confirm the deposit.

### 4. HOW WILL I KNOW WHAT THE PAYMENT IS FOR?

EFT payment may include payment for several invoices. The information notification sent out via email is similar to the current check stubs which show invoice number and amount. Again, please verify the best email for this information to be sent to.

### 5. WHAT IF THERE IS A DISCREPANCY IN THE AMOUNT WE REQUESTED AND THE AMOUNT WE RECEIVED?

Please contact our Accounts Payable at 214-831-5372 or email: [accountspayable@annatexas.gov](mailto:accountspayable@annatexas.gov).

### 6. CAN EFTS BE CREDITED TO THE WRONG ACCOUNT?

The vendor is responsible for submitting the correct information. The City of Anna will not be able to ascertain if the vendor has supplied incorrect banking account information. If the City of Anna receives notification that the EFT has been rejected, we will notify you to determine and correct the problem. In order to avoid delay of future payments in this instance, we would issue paper checks until the issue can be resolved.

### 7. WHAT MUST I DO IF I CHANGE MY BANK OR MY ACCOUNT NUMBER?

Whenever you change any information, you must submit a new EFT Enrollment Form to the Purchasing Department indicating the type of change you are requesting. A copy of a voided check, or bank letter with the new account information must be included with your EFT Enrollment Form. Email: [purchasing@annatexas.gov](mailto:purchasing@annatexas.gov)

### 8. CAN I CANCEL MY EFT ENROLLMENT?

Vendors may request a cancellation by submitting a new form, and checking "cancel enrollment."

### 9. DO I NEED TO SEND SEPARATE EFT ENROLLMENT FORMS FOR EACH CITY AGENCY WITH WHICH I DO BUSINESS?

No. One enrollment form is sufficient.

### 10. WHAT IF MY NAME, ADDRESS OR TAX ID # CHANGES? HOW DOES THIS AFFECT MY EFT? WHO SHOULD BE NOTIFIED?

If your name, address or Tax ID # change, you must contact the Finance Department. You will need to submit a new form as well as a W9 if your name or Tax ID # change. If only your address needs to be changed, you need to submit a vendor registration change form.