

# City of Alton, IL

## ACH Authorization Form

The City of Alton, IL can make payments to you by ACH transfer. Automated Clearing House (ACH) transfers funds directly from the City of Alton's bank account into your bank account through the Federal Reserve System. Once the ACH transfer is processed, a remittance form showing the amount transferred, invoices paid or detail listing is sent to you. You will need to provide an email address for this notification to occur.

By filling out and returning this form, you are hereby authorizing the City of Alton to initiate credit entries to the financial institution and account number indicated below. This authority is to remain in full force and effect until written notification is received by the City of Alton. It is the responsibility of the Vendor to notify the City of any changes to your account number or other banking information in a timely manner.

C of A Vendor Number \_\_\_\_\_

Please fill in this business information

Vendor Name \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Your Banking Information

Financial Institution \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Name on Account \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Please return this form via email to: [ap@cityofaltonil.com](mailto:ap@cityofaltonil.com)**

Contact us with questions at: 618.463.3549