

Vendor Information Needed to Implement EFT (Electronic Funds Transfer)

The below information is required if you wish payments to be made via electronic funds transfer directly to your checking account. If you select this method of payment, all payments will be made via EFT. The City will not make some payments via EFT and others via check.

Vendor Number:
For City Use Only

PLEASE PRINT LEGIBLY

Vendor Name: _____

Contact name: _____
(To be notified of payments sent from the City)

Contact Phone number (required): _____

Contact fax number: _____

Contact email address (required): _____

Bank name: _____

Bank address1: _____

Bank address2: _____

City: _____

State: _____ Zip Code _____

Phone number: _____

Bank routing number: _____

Bank account number: _____
(Must be a **CHECKING** account where funds are to be deposited)

Please return this form via one of these methods:

Via email as a pdf to accountspayable@altamonte.org

Via fax to 407-571-8082

Or via mail to: City of Altamonte Springs, Accounts Payable, 225 Newburyport Ave.
Altamonte Springs, FL 32701

Allow for 2-3 weeks for implementation. Your first payment after submitting this request will still be via paper check as we will pre-note the account information to verify its accuracy.

For additional information please contact Accounts Payable at 407-571-8097