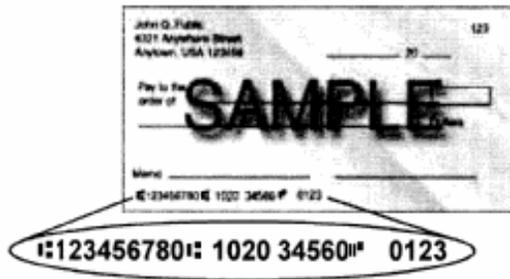


How to find your bank's ABA Routing number:

At the bottom of your checks, you will see a line of computer numbers. It's called the MICR line and those numbers indicate the individual check number, your bank's ABA Routing number, and your checking account number. Please note that these numbers may occur in any order, but the symbols described below will be consistent, and will help you determine which numbers belong to which category.



■ This character appears before and after the 9-digit ABA Routing number in the MICR line.

|| This character appears after the checking account number.

0123 - The check number appears both in the MICR line and in the upper right-hand portion of your check.

If you have any questions about these numbers, please consult your depository financial institution.



City of Sarasota  
Financial Administration  
Accounts Payable Division  
1565 First Street  
Sarasota, FL 34236

For further information, e-mail:  
[lisa.shay@sarasotagov.com](mailto:lisa.shay@sarasotagov.com)  
Or call (941) 954-4110

CITY OF SARASOTA  
FINANCIAL ADMINISTRATION  
ACCOUNTS PAYABLE DIVISION

## ACH PAYMENT PROGRAM

DIRECT DEPOSIT OF  
VENDOR PAYMENTS

**IT'S FREE!**

**IT'S FAST!**

**IT'S SECURE!**

**IT'S EASY!**

What are ACH Payments?

The Vendor ACH Payment Program of the City of Sarasota allows payments to be deposited directly to a designated financial institution account. Payment information will be provided via e-mail.

Benefits of ACH Payments

*It's free!*

The program is totally free as a part of the City's effort to improve services. It will cost you nothing to join. You will save the hassle and costs of depositing checks.

*It's fast!*

No more waiting for the mail! The funds will be deposited into your account electronically on time.

*It's secure!*

No more worry about missing or lost checks. Your money will be safe in your account and your account information will be safe in a secured environment.

*It's easy!*

Please fill out the Vendor Agreement (ACH Credits) and mail with a voided check or savings deposit slip to:

City of Sarasota  
Financial Administration  
Accounts Payable Division  
1565 First Street  
Sarasota, FL 34236

If you have any questions regarding your electronic payment, please e-mail Lisa.Shay@sarasotagov.com or call (941) 954-4110.

Vendor Agreement (ACH Credits)

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

Federal Tax Identification or Social Security Number  
\_\_\_\_\_

I (Company) hereby authorize the City of Sarasota, Florida, hereinafter called the City, to initiate credit entries to my (our) account at the depository financial institution named below, hereinafter called Depository, and to credit the same to such account. If City funds to which I (Company) am not entitled are deposited in my (our) account, I (Company) authorize the City to direct the Depository to return those funds. I (Company) acknowledge that the origination of ACH transactions to my (our) account must comply with provisions of U.S. Law and the rules as set forth by the National Automated Clearing House Association (NACHA).

This authorization is to remain in full force and effect until the City has received a notice of termination from me, or a company representative, in such time and in such manners as to afford the City a reasonable opportunity to work on it. I (Company) further acknowledge that any remittance information associated with payments that I (Company) receive will be made available to me through a Notice Of Payment sent by the City to the e-mail address designated by me (Company).

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Depository Name \_\_\_\_\_

Bank ABA Routing Number

\_\_\_\_\_  
*(9 digits at bottom of check, do not include spaces or hyphens-contact your bank if you have questions)*

Select One:

Checking Account

**\*\*OR\*\***

Savings Account

Account Number

\_\_\_\_\_  
*(Do not include spaces or hyphens)*

E-mail Address for Notice of Payment

Mailing Address

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

Contact Name *(please print)*

Tel ( ) \_\_\_\_\_ - \_\_\_\_\_

All information is required. Please fill in every field and attach a voided check or savings deposit slip of the designated account.