



## CITY OF HUTCHINS, TEXAS

### Application for ACH Payments to Vendors

321 N. Main St. (PO Box 500) Hutchins, TX 75141 \* 972.225.6121 \* 972.225.5559 Fax

**Vendors:** Get your payments faster and help us save money on postage. Once you complete this form we will send your future payments via ACH instead of mailing a check. We can also e-mail you when payments are sent. List at least one email address below for payment notification. When your payment is processed, you will receive an email from [hutchins@mail.stwapps.com](mailto:hutchins@mail.stwapps.com). Please add this email address to your contacts to prevent your notification e-mail from being sent to your spam mail. Just complete this form then mail, fax or email it to [accountspayable@cityofhutchins.org](mailto:accountspayable@cityofhutchins.org). If you have any questions, contact Anita Lange, Finance Specialist, 972.225.6121.

Vendor: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

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

Bank Name: \_\_\_\_\_

Bank ABA (Routing Number) \_\_\_\_\_

Your Bank Account Number \_\_\_\_\_

**Attach a voided check or banking letter.**

Please specify type of bank account:  Checking  Savings

We hereby authorize the City of Hutchins, Texas to electronically debit our bank account for vendor payments. We will notify the City in writing if we wish to cancel, change banks or account number.

Authorized  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed  
Name: \_\_\_\_\_ Title: \_\_\_\_\_