

To: Town of Matthews Vendors

Subject: Automated Payments Implementation

The Town of Matthews is pleased to announce the implementation of automated invoice payments using Electronic Funds Transfers (EFTs). As a vendor, you have the option of receiving your invoice payments through ACH (Automated Clearing House). Using ACH, our payments will be deposited directly into an account specified by you. We trust you will find this process beneficial, secure and efficient for payment receipt of all invoices.

The necessary form requesting information needed to facilitate this process is attached. Once the completed form has been received, our vendor files will be updated with the information provided. As payments are processed, an email will be sent notifying you of the pending deposit and the date funds will be available at your financial institution. The email will contain the same information you currently receive on our paper checks. **Please note the importance of providing a valid email address for an individual who will be responsible for ensuring the information and payment received are applied to our account properly.**

Attached you will also find IRS Form W-9. To ensure our records are IRS compliant, this form **must** be completed and returned regardless of your decision to participate in automatic payments. Please update your records to reflect the **billing address** for all Town accounts. All invoices should be addressed and mail to:

Town of Matthews
Attention: Accounts Payable
232 Matthews Station Street
Matthews, NC 28105

The above address change does not affect the shipping address you have on file. Failure to make the requested changes may result in delayed payments.

Thank you for taking a moment to complete the attached forms. Please mail completed forms to the address listed above. Automatic payments will begin within 30 days of receipt of the completed forms. *We hope you will take advantage of this convenient and efficient form of invoice payment.* **If for any reason you do not receive payment, wish to cancel your enrollment, or need to change banking or email information you MUST notify our office immediately to prevent delay in payments.**

Our staff is available to assist you. Please contact us at (704)847-4411 or visit our office at 232 Matthews Station Street. Thank you for your time and we look forward to your participation in the automatic payment system.

Regards,



Christine Surratt
Finance Director
accountspayable@matthewsnc.com
(704)847-4411 Fax (704)845-1964



232 Matthews Station Street
Matthews, NC 28105
704.847.4411
Fax 704.845.1964

The Town of Matthews can provide payment (ACH) to you/your company through electronic funds transfer. Please complete the information below if you wish to begin taking advantage of this service. A remittance advice with payment information will be emailed to the address provided below. Please complete this form in its entirety and return to the Finance Department at your earliest convenience.

Company/Name: _____

Address: _____ **City:** _____ **State :** _____ **Zip:** _____

Contact: _____ **Telephone:** _____ **Fax:** _____

Name of Bank: _____

Address: _____ **City:** _____ **State :** _____ **Zip:** _____

Contact: _____ **Telephone:** _____ **Fax:** _____

Routing Number (ABA#): _____ **Account Number:** _____

Federal Tax I.D.: _____ **Account Type:** **Checking** **Savings**

Email Address for Delivery of Payment Advice: _____

As an authorized representative of the company named above, I authorize the Town of Matthews to deposit all payments due to us electronically to the banking institution listed above and correct any errors that may occur.

Authorized Representative Signature

Date

Print Name

Title

It is the responsibility of your organization to notify the Finance Department immediately if funds are not received, banking information needs to be changed or if you wish to discontinue receiving payments via electronic funds transfer.

Please return completed form to: **Town of Matthews
Attention: A/P
232 Matthews Station Street
Matthews, NC 28105**

Confidentiality Notice: All information regarding banking information furnished on this form shall be kept in strict confidence by the office of the Finance Director, its officials and employees.