



15440 Central Avenue Oak Forest, Illinois 60452-2104
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ELECTRONIC FUNDS TRANSFER (EFT) FOR VENDORS

Announcing the City of Oak Forest Vendor Portal and E-mail Program

As part of our continuing efforts to provide the best possible service to our vendors, the City of Oak Forest is requiring our vendors to accept payment of invoices by electronic funds transfer (EFT/ACH) directly deposited into your bank account. *If you are already part of this service, please return the form with any updated information, such as **Remittance E-mail address** and **Federal Tax I.D.***

Please complete the EFT enrollment form below, and return it to the Finance Clerk's office to begin receiving an EFT in place of a check. You will receive an E-mail, with the invoice number(s) and amount(s) paid, on the date the EFT posts to your account. With your first payment, you will receive a Welcome E-mail to sign up on our Vendor Portal. The Vendor Portal allows you to see all payment information, history and to control contact information between you and the City.

Authorization Agreement for Electronic Funds Transfer (EFT)

Vendor Information:

Name: _____

EFT Remittance
Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____

E-mail to Receive

Payment Information: _____

Accounts Receivable Contact Person: _____

Federal Tax I.D.: _____

Banking/Financial Institution Information:

Bank Name: _____ City: _____

Routing #: _____ Account #: _____

Type of Account: Checking Savings

Account Owner Name: _____

Account Owner Signature: _____

Retain a copy of this form for your records

Please return this form to:

City of Oak Forest • Attn: Finance Clerk • 15440 S. Central Ave • Oak Forest IL 60452

If you have any questions or comments, please contact us at: (708) 687-4050 x1021