



## CITY OF ATLANTA

### SUPPLIER ACH AUTHORIZATION

TYPE OR PRINT. THE INFORMATION MUST BE LEGIBLE.

#### Part I: Supplier Information

Request Date

Supplier ID #

Supplier Name

Tax ID # or EIN#

E-mail Address

Phone Number

Fax Number

**Part II: Type of ACH Request**  New Enrollment  Cancel ACH  Change Information

#### Part III: Supplier Authorization

The City of Atlanta on behalf of itself and pursuant to the service agreements amongst The City of Atlanta, would like to commence paying your company invoices electronically via the Automated Clearing House (ACH) network. Consistent with applicable laws or the rules of a funds transfer system, a payment shall be deemed to have been received by you at the earlier of (1) finality of payment having occurred between your receiving bank and the bank which is the immediate sender of the payment to your bank; (2) your receiving bank having given you notice of your right to un-provisionally withdraw the credit; or (3) your receiving bank lawfully applying payment to a debt which you owe to such bank. You are responsible for the completeness and accuracy of all the information provide to the City of Atlanta on the Supplier ACH Authorization Form and any loss or damages incurred by you, or any loss of transmitted fund by the City of Atlanta, arising out of or occurring because of inaccurate or incomplete information on said sheet shall be your liability. This agreement can be terminated with thirty (30) days written notice to either party.

If you are in agreement with the above, please indicate by signing below, completing the form and returning it to the City of Atlanta Accounts Payable department by e-mail to [payables@atlantaga.gov](mailto:payables@atlantaga.gov).

#### Part IV: Financial Institution Information

Type of Account:  Checking  Savings

Financial Institution Name

Bank Routing/ Transit #/ABA

Account Number

Amount

Signature

Current Date

Please submit by clicking File from menu and Attach to Email ([payables@atlantaga.gov](mailto:payables@atlantaga.gov)) You can mail your form to City of Atlanta Attn: Disbursements Unit 68 Mitchell Street SW Atlanta, GA 30303. Please remember to attach your VOIDED check.