



# Electronic Funds Transfer Application

Mail voided check and this application to City of Naples Finance Department, 735 8<sup>th</sup> St S., Naples, FL 34102 or email to [acctspayable@naplesgov.com](mailto:acctspayable@naplesgov.com)

## Section 1 – Vendor Information

**Vendor Name:**

**Vendor Address:**

**City, State, Zip:**

**Authorized Signatory:**

**Email Address:**

**Taxpayer ID or Social Security Number:**

## Section 2 – Financial Institution Information

**Bank Name:**

**Bank Branch Address:**

**City, State, Zip:**

**Routing Number:**

The routing number is the first nine numbers from the left at the bottom of the check.

**Account Number:**

Locate the four numbers on the bottom of the check that correspond to the check number. Scratch them out. The remaining numbers, after removing the routing number and check number, is the account number.

**Account Type (Select Only One):**       **Checking**       **Savings**

## Section 3 – Vendor Signature

I (we) hereby authorize the City of Naples, hereinafter called the City, to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my (our) account. This authority is to remain in full force and effect until the City has received written notification from our company or authorized representative of the company of its termination in such time and in such manner, as to afford the City and the financial institution(s) named above a reasonable opportunity to act on it.

**Vendor Signature:**

**Print Name:**

**Date:**

## Section 4 – Finance Department Use Only

**Prenote Date:**

**Live Date:**

**Vendor Number:**

**Entered Into System:**