

15440 CENTRAL AVENUE
OAK FOREST IL 60452-2104



708-687-4050
www.oak-forest.org

ALL GOOD THINGS CLOSE TO HOME

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 direct deposit in place of a check. 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. With your first EFT payment, you must confirm your e-mail address and choose a password. The next payment you will receive an e-mail, with the invoice number(s), amount(s) paid, and the date the EFT posts to your account. You do not need to log in to the Vendor Portal again, if so desired.

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 Central Ave. • Oak Forest IL 60452

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