



## ACCOUNTS PAYABLE ELECTRONIC FUND TRANSFER FORM

City of Flagstaff now offers payment by Electronic Fund Transfer (EFT) through an Automated Clearing House (ACH). This allows the city to deposit payments directly into your account. We strongly encourage your firm to consider use of this service, as it will allow us to deliver your payments in the most efficient cost-effective manner. Please note special check pickups are no longer available. To enroll in EFT, please complete the following information:

<b>Vendor/Employee Name:</b>	
<b>Vendor Contact Phone Number:</b>	
<b>Vendor Email where remittance advise should be sent (only one):</b>	
<b>Bank Name:</b>	
<b>Bank Address:</b>	
<b>City, State, Zip</b>	
<b>Bank Telephone Number:</b>	
<b>Bank Contact Person:</b>	
<b>ABA Number(Routing #):</b>	
Checking Account - <input type="checkbox"/> Savings Account - <input type="checkbox"/>	
<b>Account Number:</b>	

Please submit a copy of a voided check or bank letter as additional documentation verifying account information.

Forms can be returned by e-mail, fax or mailed:

**Nancy Reniker-Neve**  
**Accounts Payable Specialist**  
**(928) 213-2222 (Office)**  
**(928) 213-2209 (Fax)**  
[nancy.reniker-neve@flagstaffaz.gov](mailto:nancy.reniker-neve@flagstaffaz.gov)

**City of Flagstaff**  
**Attn: Finance-Nancy Reniker-Neve**  
**211 W Aspen Ave**  
**Flagstaff, AZ 86001**

We thank you in advance for your cooperation in this effort and should you have any questions please call.