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SCOTT OCHOA
CITY MANAGER

Re: Check Payments Moving To Electronic Payments Via ACH

Dear Valued Supplier:

The City of Ontario is in the process of transitioning all payments made by paper check to electronic payments. In order to ensure that your payments continue to be processed in a timely manner, please complete the attached agreement and follow submission instructions.

The City of Ontario strongly encourages the use of electronic payments via ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management and greatly reduced bank charges.

Remittance information will be emailed to you at the email address you provide on the ACH form.

Please email your completed form to Purchasing@ontarioca.gov. If you have any questions regarding this form, please call 909-395-2012 (Purchasing). For questions about payments please email Acctspay@ontarioca.gov or call 909-395-2027 (Accounts Payable).

Best Regards

Armen Harkalyan
Executive Director of Finance
City of Ontario



Financial Services Agency – Purchasing Division
303 East B Street
Ontario, CA 91764
909-395-2012

ACH AUTHORIZATION FORM

Supplier Information:

Supplier Name		Supplier No.	
Address	City	State	Zip
ACH Contact Name		Phone	Fax
Email Address for Remittance Advice (**required**)			

Above named Supplier hereby authorizes the City of Ontario to originate Automated Clearing House electronic funds transfer (EFT) credit entries to Supplier's bank account, as indicated below, for payment/reimbursement of goods and/or services.

Check one box

- Checking
- Savings

Check one box

- New Setup
- Change

Banking Information:

Name on Bank Account	Bank Name
Bank Routing Number*	Bank Account #

*Please provide the 9-digit bank routing number. The routing number from a deposit slip is invalid. Please check with your bank as some bank's routing number on the checks may differ from their ACH routing number. If you change banks or accounts, please provide at least thirty (30) days written notice.

Supplier Authorization:

Authorized Name and Title

Authorized Signature

Date

Mail form to the address above or email form to Purchasing@ontarioca.gov