CITY OF SANFORD
FINANCE DEPARTMENT

Get Paid Faster with ACH Direct Deposit

The City of Sanford is offering vendors a faster, safer, and more convenient way to receive payments.

Why switch to ACH?

✓ **Faster Payments** – Funds are deposited directly into your bank account.
✓ **No Lost or Delayed Checks** – Eliminate mail delays and the risk of lost or stolen checks.
✓ **More Secure** – Electronic payments help reduce check fraud and provide a secure payment method.
✓ **Convenient** – No trips to the bank. Payments are deposited automatically.
✓ **Reliable Payment Records** – Easily track and reconcile your payments.

Enrolling is Easy
Complete the City of Sanford ACH Authorization Form and return it with a voided check or bank verification document. Once your enrollment is complete, future payments will be deposited directly into your designated bank account.

If you would like to enroll, please complete the attached ACH Enrollment Form and email the form back to us. Include the word “**CONFIDENTIAL**” in the subject line. A member from our procurement department will contact you to verify your account information before the request will be processed.

City of Sanford Finance Department
Phone: 407-688-5035
Email: purchasinggroup@sanfordfl.gov

Thank you for partnering with the City of Sanford. We appreciate your business and look forward to providing you with a faster, more efficient payment experience.

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Electronic Funds Transfer (ACH) Enrollment Form

If you wish to enroll in ACH, you **MUST fill** out the information below.

______________________________ ______________________________
Vendor Name **Tax Identification Number (TIN)(required)**

______________________________ ______________________________
Email address (required) **Corporate/Main Phone #**

____
Bank Name

______________________________ ______________________________
ACH Routing # **Account #**

Please select one of the following: ☐ Checking Account ☐ Saving Account

Email addresses are used for payment notifications and must be kept up to date when staff changes.

The first biweekly EFT will be a PRE-NOTED, and a check will be mailed. An ACH Remit Advice will be sent to the above email address with a zero balance.

FOR THE SECURITY & INTEGRITY OF YOUR ACCOUNT, CHANGES TO THE ACH ACCOUNT MUST BE VERBALLY VERIFIED BY A PURCHASING AGENT WITH A REPRESENTATIVE IN YOUR ACCOUNTING DEPARTMENT. FAILURE TO DO SO, WILL RESULT IN YOUR ACCOUNT REMAINING ON CHECK ONLY STATUS.

STOP HERE!!! FOR CITY STAFF USE ONLY: *Must be completed by City Staff only!*

____
Name and Title (Vendor Information)

____
Vendor Phone Number

____
Purchasing Agent (Name) Date

v2 revised 07.17.2026