☐ New Setup

☐ Change

☐ Cancel

City of Mankato
Accounts Payable Department
10 Civic Center Plaza
PO Box 3368
Mankato, MN 56002-3368

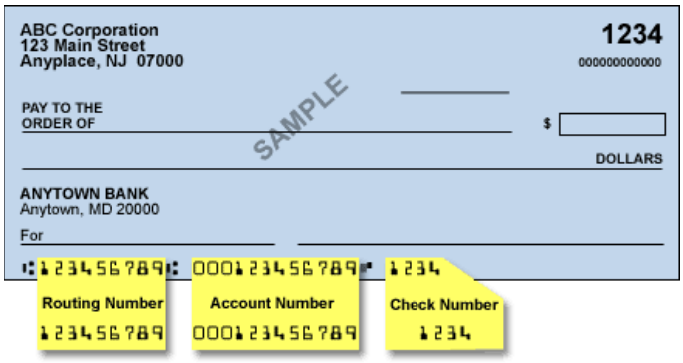
AUTHORIZATION FOR ACH DEPOSIT OF VENDOR PAYMENT ENROLLMENT FORM

Vendor Information

Payee/Vendor Name		Vendor Number	
Street Address	City	State	Zip
Contact Name		Contact Phone	
Email Address for Remittance Notification (required)			

Banking Information

Type of Account (1) ☐ Checking ☐ Savings	Type of Account (2) ☐ Personal ☐ Commercial
Financial Institution Name	Financial Institution Address
Routing Number	Account Number



Please submit a voided check or savings account deposit slip with this application.

I, the undersigned, authorize the City of Mankato, MN, to deposit payments directly to the account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until the City of Mankato receives written notice of cancellation from me and the City of Mankato has reasonable time to act upon it.

Authorized Name (printed)	Authorized Title
Authorized Signature	Date

Department of Finance

Want to receive automated payments?
It's safe, it's easy - Here's how!

Vendor ACH Enrollment Information

The City of Mankato's Department of Finance is pleased to offer electronic ACH (Automated Clearing House) payments to our vendors. ACH payment provides a faster and more efficient alternative to traditional paper check payment. Here are some advantages to signing up for this payment method:

- Accelerated funds availability for your company or organization.
- Certainty of delivery (no lost or stolen checks).
- Reduced operating costs (for both the vendor and city government) through the elimination of paper check handling, postage, materials, and bank reconciliation process.
- Better cash management forecasting (for both the vendor and city government)

The National Automated Clearing house Association (NACHA) regulates the ACH network, a nationwide payment and collection system through the banking and financial institutions. Instead of using paper to carry necessary transaction information, the ACH network processes, delivers, and settles electronic credits and debits among the financial institutions. The City of Mankato payments will be in **NACHA PPD** format with e-mail confirmation.

It's easy, how to enroll:

- Complete and sign the attached "Authorization for ACH Deposit of Vendor Payment Enrollment Form

(over)

- Forward the completed and signed form to:

Attn: Accounts Payable
City of Mankato
P O Box 3368
Mankato, MN 56002 – 3368

(Or you may fax your completed form to (507) 388 7530.

Answers to Frequently Asked Questions

How do I get started?
The ACH Authorization Form is enclosed. For specific questions regarding the "required banking information", contact your bank or financial institution and ask for their ACH staff.

Where do I find the transit or routing number for my bank?
The routing / transit number is a nine-digit "MICR encoded" number generally located on the bottom left hand side of your checks. Your account number will generally be located on the bottom center of your checks.

What should I do if I change account numbers or banking institutions?
If you ever need to change your ACH electronic deposit authorization, then you would need to complete a new Authorization for ACH Deposit of Vendor Payment Form.

Will my bank or financial institution charge me for ACH service?
It is possible that your bank may charge for this service. However, many financial institutions include this service as part of their normal customer account service charge. Most financial institutions agree that electronic processing is the most cost efficient method for processing transactions. You may want to check with your financial institution regarding any potential fees for this service.

How long will the ACH enrollment process take?
Once the signed and completed Authorization Form is received by the city, it's about a three week process to establish electronic funds transfer. During this time, our system is updated and tested. You will continue to receive paper checks, from invoices submitted previously, until we have successfully completed the electronic process with the respective financial institutions.

Help us help you!

You must notify the city of any changes to your bank account, banking institution, or payment method. If notification is not received, your payments may be delayed.