



FINANCE DEPARTMENT
 CITY OF SURPRISE
 16000 N. CIVIC CENTER PLAZA
 SURPRISE, AZ 85374
 T. 623-222-1800

EFT Vendor Payment Enrollment Form

This form is used to authorize the City of Surprise to use Electronic Funds Transfer (EFT) payments with an addendum record that contains payment-related information.

Instructions:

1. Please complete **VENDOR (PAYEE) INFORMATION** portion of the form below and obtain appropriate authorization from your financial officer. The address indicated below will be used by the City of Surprise as the official vendor remittance address in the future.
2. Please complete the **FINANCIAL INSTITUTION INFORMATION** portion of the form below and returns the complete form to:

CITY OF SURPRISE
 ACCOUNTS PAYABLE
 16000 N CIVIC CENTER PLAZA
 SURPRISE AZ 85374

3. Note: Please contact your financial institution on how and when remittance information will be provided. Without the correct banking account number and routing number, payment will be subject to rejection and may result in unnecessary delays.
4. Payment notification will be sent to the email address provided below, remit information will be sent from accounts.payable@surpriseaz.gov.
5. If additional information is required from the City of Surprise, please contact the Accounts Payable Division at 623-222-1827.

VENDOR (PAYEE) INFORMATION

NAME		SSN or TAXPAYER ID NO.
ADDRESS		
CITY, STATE, ZIP CODE		
CONTACT PERSON NAME		TELEPHONE NUMBER
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:		E-Mail Address for Payment Notification

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
CITY, STATE, ZIP CODE	
ACCOUNT NUMBER (not UPIC)	TELEPHONE NUMBER
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
BANK ACCOUNT NAME	NINE-DIGIT ROUTING TRANSIT NUMBER (not UPIC)



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FINANCIAL INSTITUTION INFORMATION CHANGE

OLD NAME:

ADDRESS:

CITY, STATE, ZIP CODE

OLD ACCOUNT NUMBER (not UPIC)

TELEPHONE NUMBER

TYPE OF ACCOUNT:

CHECKING

SAVINGS

BANK ACCOUNT NAME

OLD NINE-DIGIT ROUTING TRANSIT NUMBER (not UPIC)

NEW NAME:

ADDRESS:

CITY, STATE, ZIP CODE

NEW ACCOUNT NUMBER (not UPIC)

TELEPHONE NUMBER

TYPE OF ACCOUNT:

CHECKING

SAVINGS

BANK ACCOUNT NAME

NEW NINE-DIGIT ROUTING TRANSIT NUMBER (not UPIC)