



Find your place

MANDATORY EFT PAYMENTS

Dear Vendor:

The City of Ocala began sending payments electronically in May of 2013. We currently, have 419 vendors that have taken advantage of this fast, easy way to receive payments. We are proud of the progress we have made, but endeavor to do better! It is the goal of the City of Ocala to have 100% participation by our vendors. We are requesting that you sign up today.

There are many benefits to you for taking advantage of this automated method of receiving payments including:

- **Faster payment** – Eliminates the window of time from when the check is mailed by the City mailbox.
- **Avoid theft and/or Fraud** – Avoid having your check fall into the wrong hands.
- **Save valuable time** – No more trips to the bank to deposit your payments and no waiting for your checks to clear. Your money will already be in your account and available for use without any hassles.
- **Be environmentally friendly** – (“Going Green”) Reduction of use of paper (i.e. checks and envelopes).

Payments are deposited via **standard electronic funds transfer (EFT)**, which is a direct deposit to your checking account. An advice is emailed to you giving you the detailed information you may need and notifying you the payment is made. This option is available at **NO CHARGE**, therefore, we are requesting that you take full advantage of EFT and sign up today.

How to get started:

To begin the set-up access, simply complete the enclosed City of Ocala EFT Payment Election form. Once completed, you can email the form to the City of Ocala at: lwright@ocalafl.org and dcrews@ocalafl.org

If you do not have an email account, you can still sign up by faxing the information to (352) 690-2025, City of Ocala, Attn: Accounts Payable.

If you have any questions regarding this automated way of receiving payments or questions about how to sign up, please don't hesitate to contact Linda Wright at (352) 629-8282 email lwright@ocalafl.org and Debbie Crews at (352) 629-8369 email dcrews@ocalafl.org.

We look forward to providing you this beneficial service.

Sincerely,

The City of Ocala



Authorization Agreement for EFT Payment Election

Vendor Number:	Phone Number:
Vendor Name:	Email Address:
Hereby authorizes and directs the City of Ocala to credit payments to the following account:	
BANKING INFORMATION	
Name of Bank:	
Account Holder Name:	
Bank Account Number:	
Bank Routing Number:	
Type of account (Checking/Saving)	
** We understand that our account will be credited provided there is a payment to be sent. Also, we understand that our account will be debited if there is a correction to be made.**	

Note: Please return with a deposit slip or a voided check

We hereby release THE CITY OF OCALA and agree to hold it harmless from any liability or claims resulting from use of EFT deposits.

Authorized contact (please print)	Job title
Authorized signature	Date

Please submit form and deposit slip/voided check to:

City of Ocala Office of Budget & Finance
Attn: Linda Wright and Debbie Crews
110 SE Watula Avenue, 3rd Floor
Ocala, FL 34471

FAX: (352)690-2025
EMAIL: lwright@ocalafl.org & dcrews@ocalafl.org