



City of Wichita
 Controller's Office, 12th floor
 455 N. Main St.
 Wichita, KS 67202
 Voice: (316)268-4651
 Fax: (316)219-6308

Get your funds sooner with ACH payments!

ACH Payment Enrollment Form

Date _____

Payee/Company Information (To be Completed by Payee)					
Name:	Social Security or Taxpayer Number:				
Address:	Depositor Account Number: <input type="checkbox"/> Checking <input type="checkbox"/> Savings				
	Email Address (for payment notification only):				
Contact Person Name:	Telephone Number: ()				
Payee/Joint Payee Certification: I certify that I am entitled to the payments identified with this Taxpayer/Social Security number. In signing this form, I authorize my payment to be sent to the financial institution named below and deposited to the designated account.	<table border="1"> <tr> <td>Signature</td> <td>Title</td> </tr> <tr> <td>Signature</td> <td>Title</td> </tr> </table>	Signature	Title	Signature	Title
Signature	Title				
Signature	Title				

The City of Wichita must be notified of any bank account changes. Failure to notify the City of such changes may result in your payment being delayed.

Financial Institution Information (To be Completed by Financial Institution)												
Depositor Account Title:	Name of Financial Institution:											
Mailing Address on Bank Account:	Address of Financial Institution:											
ACH Coordinator Name:	Telephone Number: ()											
Nine-Digit Routing Transit Number:												
<table style="width:100%; text-align:center;"> <tr> <td><input type="text"/></td> </tr> </table>				<input type="text"/>								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Depositor Account Number:												
Type of Account:	<input type="checkbox"/> Savings <input type="checkbox"/> Checking											
Financial Institution Certification: I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31CFR Parts 240, 209, and 210.												
Print or Type Representative's Name:	Signature of Representative:	Telephone Number:	Date:									

Return the completed form by mail to the address above or fax to (316) 219-6308.



PAYMENT BY ACH GETS YOUR PAYMENT TO YOU FASTER

The City of Wichita routinely prints checks and mails vendor checks every Monday and Friday. Vendors receiving payments electronically (via ACH) will receive their funds sooner than vendors receiving paper checks. Email notification of payments can be sent to a predetermined email address.

No checks are lost in the mail.

Funds are available days earlier due to the elimination of mailing time.

Telephone inquiries can be made by contacting the Controller's Office at 268-4651.

Payments made by the City of Wichita can be received electronically by your financial institution and deposited directly to your bank account. The ACH system is a nationwide payment and collection system that is used for the settlement of electronic debits and credits between financial institutions. The ACH system distributes and settles transactions quickly, accurately, and inexpensively. Payment by ACH offers a low-cost alternative to paper checks, providing the following benefits to both you and the City:

- ✓ Eliminates paper check handling;
- ✓ Reduces operating costs;
- ✓ Improves funds availability;
- ✓ Offers excellent cash flow forecasting;
- ✓ Renders more reliable and faster posting of funds;
- ✓ Allows for the tracing of payments;
- ✓ Eliminates lost or stolen checks;
- ✓ Simplifies bank reconciliation

Here's How....

Enroll to receive ACH payments by performing the following steps:

- [1] Complete the Payee portion of the attached ACH Payment Enrollment Form.
- [2] The form should then be sent to your financial institution for their required information.
- [3] Finally, forward the completed form by mail to the Controller's Office at the address on the enrollment form or fax the completed form to (316) 219-6308.

Frequently Asked Questions

- *How do I arrange for ACH deposits with my financial institution?*

Contact your financial institution and ask to speak with the ACH (Automated Clearing House Association) department. Ask the ACH staff what the institution's policies and procedures are regarding ACH payments and remittance notification. Your financial institution will need to know that City of Wichita payments are in the **NACHA CTX** standard format with multiple addenda records.

Ask the bank to tell you what information can be passed along to you and how it can be provided.

- *Is my financial institution allowed to charge me for deposit notification and remittance notification?*

Yes, financial institutions are allowed to charge customers for providing payment (remittance) information. However, many financial institutions provide such notification as part of their regular customer service or charge a small fee. If your financial institution's fee for this information seems unreasonably high, you may want to consider using another financial institution or avoid the cost by allowing the City to email the remittance advice to you or your designee. Additionally, you may want to consider using the City of Wichita's E-Procurement web site to access payment information free of charge.

- *Will all of my payments be ACH? What if I decide I want a check?*

The City of Wichita's financial system establishes the method of payment by your tax identification/social security number. If you select ACH as your method of payment, future payments from the City of Wichita will be electronically remitted to your financial institution based on your deposit instructions.

- *How long does the ACH authorization process take?*

Once the ACH Payment Enrollment Form is received by the Controller's Office, it takes approximately one to two weeks to establish EFT (Electronic Funds Transfer).

Following ACH enrollment, you may receive payments both in the form of a check or ACH, for a short time period due to the City's document flow process. Payments *initiated* prior to the establishment of ACH will be processed in check form.

- *What information does the City send with an ACH payment? How do I receive the information?*

The City of Wichita transmits ACH payments and remittance information electronically for posting to your bank account. Discuss your remittance and notification needs with your financial institutions. Additionally, if you provide an e-mail address, an email can be sent to notify you that your payment has been deposited into your account.

Rules for the National Automated Clearinghouse Association (NACHA) require financial institutions to provide payment information to you within 48 hours of receipt of the deposit **IF** you have requested the information **AND** you have made arrangements with your financial institution to receive the information.

The appearance of remittance information passed to your financial institution with electronic payments will vary, depending upon the financial institution. Key information can be identified in the free form text format of the addenda records. At this time, the addenda format is not fully EDI compatible and therefore should NOT be translated into EDI at your financial institution.

Another option for obtaining ACH payment information may include 24-hour telephone services provided by your financial institution.

- ***How do I utilize the City's website to look up payment information?***

As payments are processed by the Controller's Office, payment information is updated daily on the E-Procurement system. Many payees are already utilizing E-Procurement for bidding and other activities related to City purchases.

If you already possess a login ID and password for the E-Procurement system, you need only access E-Procurement from the City's website at www.wichita.gov, perform the login process and select Invoice Tracking. Invoice Tracking provides the status of each outstanding invoice and related payment information. Instructions for the use of Invoice Tracking follow.

If you are an established vendor with the City of Wichita and have not utilized the E-Procurement system or obtained a login ID, Purchasing staff at 268-4636 can provide you with a login ID.

A temporary login ID and password will be provided initially. When accessing the E-Procurement system for the first time from the City's web site at www.wichita.gov, you will be required to enter company profile information, as well as a permanent login ID and password. You may then access invoice and payment information as follows:

- ✓ From the main menu of e.gov Online Procurement Services, select Invoice Tracking.
- ✓ Complete the Beginning and Ending Dates using a broad date range to access the invoice history.
- ✓ Observe the Payment Number and Date column. The newest payments will be listed in date order.
- ✓ Select the payment date that corresponds with the ACH deposit in your bank account.
- ✓ The amounts added together from each invoice for the same payment date should correlate to your ACH bank credit.

It is critical that the City of Wichita be notified of any bank account changes. Failure to notify the City of bank changes may result in your payment being delayed.