



## ACCOUNTS PAYABLE WIRE TRANSFER FORM

THE CITY OF ALTOONA IS EXCITED TO ANNOUNCE THAT WE NOW HAVE THE ABILITY TO REMIT VENDOR PAYMENTS VIA ACH WIRE TRANSFER. THIS OPTION ALLOWS US TO REMIT VENDOR PAYMENT IN A WAY THAT IS MORE EFFICIENT FOR BOTH YOU AND THE CITY OF ALTOONA. THESE PAYMENTS WILL BE REMITTED MORE QUICKLY THAN PAPER CHECKS AND WILL NOT NEED ADDITIONAL PROCESSING TIME ON YOUR PART.

ONCE YOU ARE ESTABLISHED TO RECEIVE ACH WIRE TRANSFERS, YOUR INVOICES WILL BE MARKED FOR ELECTRONIC PAYMENT. YOU WILL THEN RECEIVE AN EMAIL NOTIFYING YOU OF THE INVOICES RELATED TO THIS PAYMENT.

PLEASE FEEL FREE TO CONTACT US WITH ANY QUESTIONS YOU MAY HAVE.

### VENDOR INFORMATION

VENDOR NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE:	FAX:	EMAIL:

### BANKING INFORMATION

BANK NAME:		
BANK ROUTING NUMBER:		
BANK ACCOUNT NUMBER:		
BANK ACCOUNT TYPE:	SAVINGS ACCOUNT	CHECKING ACCOUNT

YOU MAY EMAIL THIS FORM TO: [LMALLORY@ALTOONAPA.GOV](mailto:LMALLORY@ALTOONAPA.GOV)

YOU MAY FAX THIS FORM TO: (814)-949-2202

YOU MAY MAIL THIS FORM TO: CITY OF ALTOONA ACCOUNTS PAYABLE, 1301 12<sup>TH</sup> STREET, SUITE 104, ALTOONA, PA 16601

PLEASE CALL (814)-949-2417 WITH ANY QUESTIONS.