



Dear City of Hastings Vendor:

The City of Hastings is pleased to announce that we have the capability of paying our vendors by Electronic Funds Transfer (EFT) through the Federal Automatic Clearing House (ACH) system.

Under this new payment system the City of Hastings will send an email with a PDF form that will inform your accounting department of when the funds will arrive, the amount of the funds and a brief description of what the funds are for. Please sign up with the form at the bottom of this letter. Information needed is your company name, email address, bank information: bank name, bank routing number, bank account number, a copy of a check ensures accuracy.

You may stop having your payment made electronically at anytime by notifying the City of Hastings in writing. If you have any questions or need more information, please call us at 651-480-2346.

Sincerely,
City of Hastings
Finance Department

EFT-Vendor Payment Authorization Form

**Response coupon. Please complete entire
form and return to the City of Hastings**

Business Name(s)
City of Hastings Vendor name (If known) _____ EMAIL Address: _____

Business Address (To determine vendor number) _____

City _____ State _____ Zip _____

I have read and understand the attached letter. I want to be paid by EFT.

Financial Institution Name _____

Type of Account Checking (please enclose a voided check) Savings (Please enclose a withdrawal slip)

Account Number _____

List your financial institution=s routing/transit (ABA) number below. (It=s the first 9 numbers on the bottom of your check or withdrawal slip).

Routing/Transit (ABA) number _____

Account Holder=s Signature(s) _____

Please send to: **City of Hastings, Accounts Payable, 101 4th Street E, Hastings, MN 55033**