



## Automated Clearing House (ACH) Funds Transfer

In order to facilitate prompt and secure payment to our Landlords and Vendors, the City of Chandler Housing and Redevelopment offers the option of receiving electronic payments deposited directly to your bank account thru ACH.

Process:

- Complete the City of Chandler Housing ACH Funds Transfer Form
- Attach an original voided check or original bank letter
- Landlord/vendor will be contacted by the City of Chandler Accounting Division to verify banking information
- The City will create a zero dollar test transaction as part of the initial ACH set up
- A remittance email is generated each time an ACH payment transaction occurs and will include the following:
  - When funds will be available (normally the first day of the month)
  - Payment amount and reference number
  - Bank name and account
  - Document reference numbers and dates which correspond to invoice numbers and dates of the invoices

If you would like to take advantage of this program, please complete the following:

1. ACH Funds Transfer Form (**original**)
2. Attach an **original** voided check or original bank letter

**If your banking information changes, please notify us immediately to help ensure continuation of timely payments. You will be required to complete the process above every time your banking information changes.**

**MAIL TO:**

City of Chandler Housing and Redevelopment  
Jackie Brooks, Housing Accounting Specialist  
Mail Stop 101  
PO Box 4008  
Chandler, AZ 85244-4008

\*A **Drop Box** is also available for your convenience in the garage attached to the Housing Office near the door leading into the building at 235 S. Arizona Ave., Chandler, AZ 85225.

If you have any questions regarding this payment option, contact the Housing Accounting Specialist at 480-782-3225 or via email at [jacalyn.brooks-jenkins@chandleraz.gov](mailto:jacalyn.brooks-jenkins@chandleraz.gov).



# HOUSING ACH FUNDS TRANSFER FORM

The City of Chandler Housing Division is able to offer electronic payments deposited to your designated bank account via the automated clearinghouse (ACH). You will receive an e-mail with the remittance details prior to the deposit taking place. Sign up now by completing and returning the form below along with a voided check or original bank letter. If you need more information, call 480-782-3225.

Mailing Address: Mail Stop 101  
P.O. Box 4008  
Chandler, AZ 85244-4008

New  Change

## City of Chandler- Accounts Payable Authorization for ACH Electronic Payments

Vendor / Landlord Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

FEIN OR SSN: \_\_\_\_\_

Email Address(es) (to be used for notification of payment): \_\_\_\_\_

Contact Person Name & Telephone Number: \_\_\_\_\_

Additional Contact Phone Number: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_ Checking  or Savings

For Bank Account Changes please provide the following:

Previous Financial Institution: \_\_\_\_\_

Previous Account Number: \_\_\_\_\_

**I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize the City of Chandler Accounts Payable to electronically deposit payments to the designated bank account. This authority remains in full force until the City of Chandler Accounts Payable receives written notification requesting a change or cancellation.**

Signature of payee or authorized official: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_