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**ELECTRONIC FUND TRANSFER  
 OPTION IS NOW AVAILABLE**

The City of San Clemente is pleased to introduce another way to receive payments on invoices. In response to your requests, our Electronic Fund Transfer Program is now available for your convenience. Once you complete and return your application, all invoices will be paid automatically to your bank account, without the hassle of waiting for a physical check.

Enrolling in the Electronic Fund Transfer Option is EASY. First, fill out the *authorization agreement* below. Attach a copy of an original check from the bank account you would like us to credit, with "VOID" written across it. Send the Authorization Agreement with your copy of the voided check to the City of San Clemente, Finance Dept.

This service is FREE to our vendors. Once your application is received, the Electronic Fund Transfer will go into effect as invoices become due and could take up to two pay cycles before being processed. When the Electronic Fund Transfer service has been activated on your bank account, you will start receiving all payments directly through your bank. Our payments will be credited to your bank account on Monday after payment is generated in relation to the payment due date. Once you are set-up for Electronic Fund Transfer, a remittance copy of the payment will be mailed to your office to assist you with the application of the payment. If you have any questions regarding your payments, please contact Finance Dept. before payment is credited to your bank account.

**Important Note:** *If you choose to sign-up for this service, please continue to expect payment on invoices via physical check until you see that you are receiving payments directly to your bank account. It may take one or two pay cycles to activate this service.*

**AUTHORIZATION AGREEMENT**

1. Please complete the following application to enroll in ELECTRONIC FUND TRANSFER and return it to Finance Dept.
2. Attach a copy of an original check with "VOID" written across it.
3. Continue to expect payments on your invoices via physical check until you see payments being made directly to your bank account.
4. It is the responsibility of the vendor to inform the City of San Clemente when any banking institution information changes occur.

*I hereby authorize the City of San Clemente to deposit funds to my account at the financial institution listed below to pay invoices. City of San Clemente may initiate a direct credit for the total of invoices due.*

*I understand the authorization is to remain in full force until City of San Clemente has received written notification of its termination, at least 72 hours in advance of next scheduled payment. I also understand that the City of San Clemente may stop my participation in this service if necessary.*

<b>Daytime Phone</b>	
<b>Fax Number</b>	
<b>Financial Institution</b>	
<b>Bank Routing Transit #</b>	
<b>Bank Account Number</b>	
<b>Bank Account Type Checking/Savings</b>	
<b>Name on Bank Account (Please Print)</b>	
<b>Service Address (Banks Address)</b>	
<b>Authorized Signature</b>	
<b>Date</b>	

\*Please complete an application for each vendor account.  
 Payments rejected by your financial institution will incur additional fees.  
 If you have any questions regarding this new payment option, please call our Finance Department at (949) 361-8398