



# Village of Bloomingdale

**Robert G. Iden**

Village President

**Irene M. Jones**

Village Clerk

The Village of Bloomingdale is excited to offer to you its **AP ACH Program** which is an efficient and secure way for you to receive payment of your invoice(s). This Program provides you the convenience of having your invoice paid electronically through a **direct deposit** payment into your **company's bank account** using standard Automated Clearing House banking system procedures.

**Direct deposit** provides you with a timely, accurate and convenient method of electronically depositing your invoice payment directly into your company's bank account. You will benefit by increasing your company's cash flow and funds availability. It will eliminate time-consuming and costly delays of making bank deposits in person, eliminating check float and deposit delays and lost or delayed mail.

The **AP ACH Program** provides the reliability and safety advantages of knowing your money is being direct deposited into your bank account and will be available on a specific date. Once your company is enrolled in the Program, the Village will send an advance email notice indicating a payment will be made, the amount of the payment and the date of the payment. In addition, the email will have an attachment that will provide you with all the payment detail you need similar to the information you would find on a check stub.

**To Register** and enroll in the **AP ACH Program** simply follow these three easy steps:

1. Complete the enclosed **Application Form**,
2. Attach a **voided check** from your company to the completed Application Form,
3. **Send** the completed application form and the voided check to:

Village of Bloomingdale  
Finance Department - Accounts Payable  
201 S. Bloomingdale Road  
Bloomingdale, IL 60108

Once we have received your application, it will be processed as quickly as possible. You will be notified by email when a direct deposit payment will be made to your company's bank account. Should you have any questions, please contact Ruth Summers, Fiscal Assistant II - Accounts Payable at 630/893-7000 X5635 or at [summersr@vil.bloomingdale.il.us](mailto:summersr@vil.bloomingdale.il.us). Thank you in advance for your consideration to enroll in the **AP ACH Program!**

Respectfully,

VILLAGE OF BLOOMINGDALE

A handwritten signature in black ink, appearing to read "Gary L. Szott".

Gary L. Szott, Finance Director/Treasurer

**Village of Bloomingdale**  
**AP ACH Program**  
**Application Form**

(Attach a voided check to the completed Application Form)  
(PLEASE PRINT or TYPE; Items marked with an \* are required)

**Vendor Information**

1. Vendor Name\*: \_\_\_\_\_
2. Vendor Payment Address: \_\_\_\_\_
3. Vendor City, State, Zip: \_\_\_\_\_
4. Vendor Accounts Receivable Contact Person\*: \_\_\_\_\_
5. Vendor Accounts Receivable Telephone Number\*: \_\_\_\_\_
6. Vendor Accounts Receivable Email Address\*: \_\_\_\_\_

**Vendor Financial (Bank) Institution Information**

1. Financial Institution Name\*: \_\_\_\_\_
  2. Financial Institution Address: \_\_\_\_\_
  3. Financial Institution City, State, Zip: \_\_\_\_\_
  4. Financial Institution Phone Number: \_\_\_\_\_
  5. Financial Institution Transit (ABA) Routing Number (must be 9 digits)\*:  
\_\_\_\_\_
  6. Your Account Number at the Financial Institution\*: \_\_\_\_\_
  7. Indicate the Type of Account\*:   Checking Account \_\_\_\_\_   Savings Account \_\_\_\_\_
  8. Authorized Signature\*: \_\_\_\_\_   Date: \_\_\_\_\_
- Print Name of Authorized Signature:** \_\_\_\_\_
- Title of Authorized Signature:** \_\_\_\_\_

**Terms of Application:**

By signing this Application, I authorize the Village of Bloomingdale (the "Village") to initiate credit entries (deposits) to the checking/savings account at the institution as indicated above and to deposit to the same account as instructed. Further, I authorize the Village to initiate debit entries (withdrawals) to the checking/savings account at the institution as indicated above for the sole purpose of correcting the exact amount of any error(s) identified in the processing of a credit (deposit) entry and to withdraw from the same account an exact amount to correct said error(s). Said debit entry will be made only after the Village has given advanced notice to the Vendor that a debit entry will be made.

This authority is to remain in full force and effect until the Village receives written notification from the Vendor revoking said authority in such time and in such manner as to afford the Village and the related institution a reasonable opportunity to act on said revocation.