City of Little Rock – Department of Finance
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To: All City of Little Rock Vendors

From: Donna Facen

Date: December 19, 2003

RE: Direct Deposit of Payments

The City of Little Rock has implemented a system of electronic funds transfer (EFT) wherein payments, previously made by check, now may be deposited directly into the payee's bank account.

Presently the City mails its checks every Friday. Such checks are usually received on the following Monday. Using EFT, the funds will be transferred electronically on Thursday and will be in your account on Friday morning. You will be notified by FAX or mail of the transfer, along with all of the information that was previously recorded on the check stub.

If you are interested in utilizing this system to receive payments from the City, please complete the following form and return it to us at the above address.

Company Name _____

Contact Person _____

Telephone Number _____

Fax Number _____

Please provide the following information. **Complete bank information must be provided or EFT will not be accepted.** *In the event this account information changes (or bank account is closed) it is the vendor's responsibility to notify City of Little Rock in order to avoid delayed payments.*

Bank Account name _____

Bank Receiving Payment _____

Bank Address _____

City, State, Zip _____

Bank Routing Number (ABA #) _____

Bank Account Number _____

Checking or Saving Account _____