The City of Hot Springs is pleased to offer to its vendors the option to use the Automated Clearing House (ACH) to direct deposit their invoice payments directly into a domestic bank account. The City of Hot Springs is working to provide its vendors a more efficient processing of its invoice payments.

Benefits:

1. Faster receipt of payment. Funds should be available in your bank account within two days of the payment being released by the City.
2. Funds will no longer be lost or delayed by the mail service.
3. A remittance stub with detailed payment information is emailed directly to the contact of your choice.

Enrollment:

To enroll in the ACH payment processing, please complete the form below and forward to the following address. You are welcome to also email or fax the information.

City of Hot Springs
Finance Department
ATTN: Joy Black
517 Airport Road, Ste. C
Hot Springs, AR 71913

Email:jblack@cityhs.net
Fax: (501) 321-6833

Phone: (501) 321-6822

Please allow two weeks upon receipt of your enrollment form for your vendor payments to be remitted via ACH. If you have any questions, please feel free to contact Joy Black at (501) 321-6822.

City of Hot Springs – Finance Department

Original Request ☐ ***Amended Request ☐

Vendor Information

Name: _____

Address: _____

City: _____

State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Bank Information

Name of the Institution: _____

Bank Account Number: _____

Bank Routing Number: _____

Account Type: Checking or Savings

Email Address for Remit: _____

I certify that I am an authorized representative of the above stated vendor.

Vendor Signature _____ Date _____

Name _____ Title _____

***** Please remember to fill out an amended form for any bank account changes.**