



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) 321-6877**

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.**