

**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
AUDIT AND COMPLIANCE DIVISION  
ACH SUPPLIER PAYMENT AUTHORIZATION AGREEMENT**

This Supplier authorizes the City of Detroit to deposit payment for services rendered or goods provided into Suppliers account at the financial institution listed below. If the City of Detroit erroneously deposits funds into the account, or otherwise deposits funds to which Supplier is not entitled, then (1) Supplier will immediately notify the City of Detroit and the financial institution, (2) Supplier will not withdraw any of the funds which were erroneously deposited or to which Supplier is not entitled, and (3) Supplier authorizes the City of Detroit and the financial institution to take all actions necessary to correct the error and return to the City of Detroit all funds erroneously deposited or to which Supplier is not entitled. This authorization will remain in effect until the City of Detroit has received written notification from Supplier of its termination and the City of Detroit has had reasonable opportunity to act upon it.

New  Revised

**Information:**

NAME:		
ADDRESS, CITY, STATE, ZIP :		
APPROVED CONTACT NAME:		
CONTACT PHONE NUMBER:		
CONTACT EMAIL ADDRESS:		
FEDERAL I.D.#:		
<b>AUTHORIZED BY</b> (Print your name):		
<b>AUTHORIZED SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>

**Supplier's Financial Bank Information:**

NAME:
ADDRESS, CITY, STATE, ZIP:
ACH ROUTING NUMBER (9 DIGITS):
DEPOSITOR ACCOUNT NUMBER:
DEPOSITOR ACCOUNT TITLE:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS

Please submit **1) a voided check**, drawn on the account listed above, and **2) send this completed form** to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov).

Please make sure the account number and routing number on the check match the form above. The City of Detroit and the Supplier agree that original signatures shall not be required on this agreement. Signatures may be provided by email scan, which shall be fully lawful and binding pursuant to the Michigan Uniform Electronic Transactions Act, MCL 450.831 et seq.

**INTERNAL USE ONLY**

SUPPLIER ID (NUMBER):
APPROVER:
DATE:

## ACH - Frequently Asked Questions (FAQ)

**Q. What do I do if for some reason my payment is not deposited into my account?** One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the **Accounts Payable Supervisor at 313-628-2715**, and ask that your payment be traced, starting with the originating financial institution.

**Q. What if I want my payment to be forwarded to a financial institution outside the United States?**

We will not perform ACH payments to financial institutions Outside the United States.

**Q. What happens if my bank statement does not break down the invoices paid by the City of Detroit?**

The data provided to the bank will be general financial institution details and payment information. The payment remittance advice, which will include invoice detail, will be provided to Supplier via email.

**Q. What do I need to do? Just follow these simple steps:**

1. Complete the ACH Supplier Payment Authorization Agreement.
2. Attach a voided check which clearly shows the bank account holder's name.
3. Email the documents to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov).

*If you have any questions about ACH Supplier Payments, contact the **Accounts Payable Supervisor at 313-628-2715**.*

**Q. When will my payment be deposited in my account?** Your payment will be deposited into your account based on the City of Detroit payment terms.

**Q. What about Deposit Detail** - deposit information can be viewed on your electronic bank statement by notifying your banks ACH department and requesting that addendum information be made viewable for your account

**Q. Is my payment safe?** ACH transactions have been transmitted successfully across the country in the last 10 years. This could not be done without numerous checks and balances built into the system. NACHA manages the development, administration, and governance of the ACH Network. You may learn more at [www.nacha.org](http://www.nacha.org).

**Q. How can I update banking, address, and contacts on my profile?** - Email a new, revised ACH form to [procurementinthecloud@detroitmi.gov](mailto:procurementinthecloud@detroitmi.gov).