



# City of Laredo

## ACCOUNTS PAYABLE DIVISION

P.O. Box 210 Laredo, Texas 78042 (956) 791-7326



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Attention: Accounts Receivables or Billing Dept.

The City of Laredo is in the process of converting our vendors, and other payment recipients to ACH, direct deposit payments.

There are several benefits for you as a vendor to consider:

- An opportunity to streamline your cash application and receivables process
- Elimination of checks being lost or delayed in the mail
- Elimination of handling paper checks

When electronic payment begins, you will receive an email from us giving you the payment detail, including invoice numbers. The attached form will allow you to provide us with your e-mail address and banking information.

Please complete the Electronic Funds Transfer (EFT) Authorization form, attach the requested information and submit it to us as soon as possible. **(Please type or print clearly on the form.)** For your convenience you may e-mail it to: [jjolly@ci.laredo.tx.us](mailto:jjolly@ci.laredo.tx.us) or [rgarza8@ci.laredo.tx.us](mailto:rgarza8@ci.laredo.tx.us)

Once we receive the completed form, the City of Laredo's Accounts Payable Division will begin the conversion to have payments made directly to the bank account you specify.

Thank you for your cooperation,

City of Laredo  
Finance Department/Accounts Payable Division