



City of Nashua
 Accounts Payable Department
 229 Main Street - Nashua, NH 03060

Phone (603) 589-3175
 Fax (603) 589-3344

ACH Vendor Direct Deposit Form

Direct Deposit via ACH is an easier way to receive payments.

We highly encourage our vendors to sign up.

- ◆ **Faster Payment.** Receive your payment immediately rather than waiting for a check in the mail.
- ◆ **Avoid Theft and/or Fraud.** ACH is more secure than checks. Don't let your money fall into the wrong hands.
- ◆ **Save Valuable Time.** No more trips to the bank to deposit your payment and no waiting for the check to clear.
- ◆ **Be Environmentally Friendly.** Go green and reduce the use of paper (checks, envelopes).
- ◆ **Free.** This option is available at no charge.

Vendor Information

Vendor Name _____

Tax ID Number _____

Mailing Address _____

City, State, Zip _____

Accounts Receivable Contact Name: _____

Phone Number: _____ E-mail: _____

Fax Number: _____

Bank Information

Bank Name _____

Bank ACH Address _____

City, State, Zip _____

Type of Account Checking Savings _____

ABA Routing Number (9 digits) _____

Bank Account Number _____

By signing below, you agree to the following terms/conditions:

- ◆ We understand that ALL payments will remit via ACH to the bank account listed above.
- ◆ We will notify the City of Nashua of any change to account info 10 days prior to change in order to avoid returned payments.

Print Name	Title	
	Date	Telephone