

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

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"Trusted, Quality Service since 1905"

Dear Vendor/Supplier:

San Bernardino Municipal Water Department offers Electronic Funds Transfer (EFT) payment options for all vendors currently receiving paper checks. To ensure that your payments continue to be processed promptly, please complete the attached agreement and follow the submission instructions.

The San Bernardino Municipal Water Department strongly encourages the use of electronic payments. Our two options for Electronic payments provide the following advantages:

- ✓ Accelerated cash flow - EFT payments will be deposited directly into your bank account.
- ✓ Requires no change to current invoicing procedures.
- ✓ Reduced bank charges.
- ✓ Prompt settlement eliminates payment delays, collection costs and disputes.
- ✓ Paperless benefits of security and environmental conservation by eliminating paper checks.

To participate in our EFT payment program, please complete the enclosed Electronic Payment Authorization Form. **Payment processing conversion may take up to four weeks; so, you may continue to receive check payments during that time.**

Please allow us to assist you with your enrollment process and answer any questions you have. Just telephone our accounting staff at 909-453-6009 or e-mail our accounting section inbox at Water-Accounting@sbmwd.org.

Cynthia Mouser
Director of Finance

Enclosure: Electronic Payment Authorization Form

1350 South "E" Street, San Bernardino, California 92408 P.O. Box 710, 92402 Phone: (909) 384-5141
FACSIMILE NUMBERS: Administration: (909) 453-6399 Customer Service: (909) 453-6396 Finance: (909) 453-6383 Engineering: (909) 453-6385
Corporate Yards: (909) 453-6389 Water Reclamation Plant: (909) 453-6395 Environmental & Regulatory Compliance: (909) 453-6391
Environmental Control: (909) 453-6394



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

FINANCE DIVISION – ACCOUNTS PAYABLE
ELECTRONIC PAYMENT AUTHORIZATION FORM

☐ EFT (ACH)

☐ Cancel Electronic Options

Please mail, fax or email this completed form to Accounts Payable with a VOIDED CHECK for EFT payment option. Please call (909) 453-6009 or email Water-Accounting@sbmwd.org with any questions.

VENDOR INFORMATION

Vendor Name			
Remittance Address			
Remittance City			
Contact Name		Dual Custody Contact Name/Title:	
Contact Phone No.		Dual Custody Phone No:	
Email Address			

(Electronic Payment notifications will be sent to this email.)

EFT BANK INFORMATION

Bank Name	
Address	
Contact Name	
Bank Routing #	
Account #	
Dual Custody: Email Address	

(Please provide thirty (30) days written notice of any changes)

Vendor Authorization

Please sign below to confirm that you are authorizing San Bernardino Municipal Water Department to begin electronic payments for your invoices into the account mentioned above for EFT.

Signature

Date:

Print Name:

Date:

Internal Use: Pre-Note Date: _____ Vendor Update: _____ Wells Fargo EDD or WellsOne update: _____