

Dear City of Sacramento Accounts Payables Supplier,

City of Sacramento is now offering ACH (Automated Clearing House) payments.

What is ACH Payment?

ACH payments are electronic payments that will be sent to your bank account instead of you getting a physical check in the mail from the City.

Is there a charge for this ACH Payment?

There is no charge for this service from City of Sacramento.

What is the benefit of signing up for ACH?

The benefit of signing up for the ACH payment program is that your payment(s) will be directly deposited to your bank account instead of the time it takes you today to receive the check in the mail from City of Sacramento.

How will I know when I get paid?

City of Sacramento will email a payment advice to your email address provided on the signup form upon payment processing. The payment advice will provide details of payments sent to your bank account.

How do I sign up?

Signing up is easy. Please complete the enrollment form on the other side of this page and either:

1. **Email it back to: ACH@cityofsacramento.org or**
2. **Fax it to: 916-808-5444 or**
3. **Postal mail it to: City of Sacramento**

**Attention: Accounts Payables, 4th Floor (ACH Signup)
915 I Street
Sacramento, CA 95814**

A letter from your bank will suffice in lieu of a voided check.



Please ensure that the form is completely filled out and a voided check/voided deposit slip (for savings account) is attached. Consult your bank if you are not sure how to obtain the bank information requested on the sign-up form. **The form should be signed by an authorized representative who can conduct financial transactions on behalf of the business.**

Call Sharina Bali, Accounts Payables Supervisor @ 916-808-5835 if you have any further questions.

Accounting Division
PH: 916-808-5495
Fax: 916-808-5444
915 I Street, 4th Floor
Sacramento, CA 95814

