



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
614.836.5301
www.groveport.org

Transitioning Check Payment to Electronic Payments via Automated Clearing House (ACH)

Dear Valued Supplier:

The City of Groveport is in the process of transitioning all payments made by paper check to electronic payments. In order to ensure that your payments continue to be processed in a timely manner by the preferred method, please click on the following link <https://groveport.seamlessdocs.com/f/vendorACH> and complete the Vendor ACH/Direct Deposit Authorization Form. You may also complete a paper copy of the Vendor ACH/Direct Deposit Authorization Form attached to this letter and upon completion, please e-mail the signed form to Accountspayable@groveport.org for timely processing.

The City of Groveport strongly encourages the use of electronic payments via ACH. ACH payments provide both the sender and receiver with the reduced risk of check fraud.

When your payment is made via ACH, funds will be available in your provided bank account on the date listed in your e-mail remittance.

Should you have any additional questions or concerns please feel free to contact the Finance Department by e-mail at Accountspayable@groveport.org or (614) 830-2048.

Sincerely,

Jason Carr

Finance Director

Town Hall 648 Main Street, Groveport, OH 43125
Groveport Recreation & Aquatic Center 7370 Groveport Road, Groveport, OH 43125
Public Works Facility 7400 Groveport Road, Groveport, OH 43125
Groveport Municipal Golf Course 1005 Richardson Road, Groveport, OH 43125
Police Department 5690 Clyde Moore Drive, Groveport, OH 43125



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VENDOR ACH/DIRECT DEPOSIT AUTHORIZATION FORM
 City of Groveport Finance Department

1. Please Check One:		
<input type="checkbox"/> NEW Direct Deposit	<input type="checkbox"/> CHANGE Direct Deposit	<input type="checkbox"/> CANCEL Direct Deposit

2. Vendor/Payee Information	
Name:	
Address:	
Contact Person's Name (if other than payee):	
Telephone Number:	
Email Address:	

3. Financial Institution	
Bank Name:	
Bank Address:	
Name on Bank Account:	
Bank Account Number:	
Nine-Digit Bank Routing/Transit Number (ABA):	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

4. Approvals/Authorization – I certify that the information provided on this form is correct, and I hereby authorize the City of Groveport Finance Department to electronically deposit payments to the bank account designated above. It is my responsibility to notify the City of Groveport Finance Department immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify the City of Groveport Finance Department in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until the City of Groveport Finance Department received written notification requesting a change or cancellation and has had a reasonable opportunity to act on it, which should take no more than seven (7) to ten (10) business days.		
Print Name:	Signature:	Date:

5. Response
Please return the completed form via email: Accountspayable@groveport.org

City of Groveport Finance Department Use Only	
Received By:	Date Received and Entered:

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