

ACH Payments Will Get Your Money To You Faster

The City of Portage is pleased to offer an electronic option for vendors to receive payments via the Automated Clearing House (ACH) as an alternative to traditional payment by check. By using this electronic ACH option, your financial institution will receive your payments and deposit them directly to your account saving you time and paper check handling.

To sign up to receive ACH payments in lieu of a check payments, please complete the information on the back of this form.

Important Points:

- Once you have authorized the City of Portage to remit your payment by ACH, this option stays in effect for all your accounts payable disbursements until you cancel the authorization.
- By providing a predetermined email address, email notification of payments will be made to you.
- Allow approximately three weeks to establish the electronic option once the form is returned. Paper checks will continue to be issued until the electronic option is established.

To receive ACH payments from the City of Portage in lieu of paper checks, please provide the information below and return the form along with a blank deposit ticket or cancelled/voided check from your financial institution.

By mail or in person:

City of Portage
Department of Financial Services
7900 South Westnedge Avenue
Portage, MI 49002

By e-mail: furryw@portagemi.gov

By fax: (269) 329-4535

I authorize the City of Portage to issue ACH payments to _____ using the account information attached.
(Company Name)

Please send payment confirmations to: _____
(Email Address)

Printed Name and Title: _____

Signature: _____ Date: _____

Please contact William Furry, Accounting / Payables Supervisor at (269) 324-9267 or by email at furryw@portagemi.gov with any questions you may have concerning this service.