



Subject: Electronic Funds Transfer (EFT)

Dear Vendor:

In order to serve you more efficiently, the Accounts Payable Division of the City of Chino is offering Electronic Funds Transfer (EFT) in lieu of paper checks. There are many benefits to you for taking advantage of this automated method of receiving payments. EFT payments are not subject to handling and mailing delays associated with checks. In addition, EFT payments are automatically and securely deposited into your organization's designated bank accounts and are sheltered from opportunities of misrouting, theft and forgery. Also, an automated e-mail remittance advice will be sent to you as notification of any payment deposit into your bank account by the City of Chino.

To participate in this program, please complete the Electronic Funds Transfer Form on the reverse side of this letter and email to [dvest@cityofchino.org](mailto:dvest@cityofchino.org) or fax to 909-334-3721, which will go directly to the email address just referenced. Upon the City of Chino receiving the completed and correct EFT form please allow up to 45 days for initiation of the process.

For questions or additional information, please contact the City of Chino Finance Department at 909-334-3366.