

September 13, 2016

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 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 account and are sheltered from opportunities of misrouting, theft and forgery. Also, an automated remittance e-mail will be sent to you as notification of any payment deposited into your bank account by the City of Chino.

To participate in this program, you have two options:

- Complete the Electronic Funds Transfer Form attached and email the form along with a voided check to Jchassagne@cityofchino.org. You may also fax it to 909-334-3719.

Upon the City of Chino receiving the completed and correct EFT form, please allow up to 45 days for initiation of the process.

- Visit our new Vendor Self Service link below and register your information electronically. This site allows you to view your current vendor information as well as add or change your EFT information.
<https://selfservice.cityofchino.org/MSS/Vendors/default.aspx>

For questions or additional information, please contact the City of Chino Finance Department at 909-334-3311 or 909-334-3348.