



**Finance Department
Accounts Payable Division**

Vendor Payment Registration Form

The City of Santa Cruz Accounts Payable Division offers ACH as a payment option to our vendors. Use this form to sign up for ACH payment or to make changes to your payment information. If you have questions, please contact Accounts Payable at ap@santacruzca.gov or (831) 420-5170.

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Company Name: _____

Address: _____

Contact Name: _____

Contact Phone #: _____ Contact Email: _____

Signature: _____ Date: _____

Choose of the options below:

☐ Start ACH Payments / Update ACH bank information

By signing up for ACH you will also need to authorize access to the City of Santa Cruz to debit the account for any credits due to the City. Payment details (invoice date, invoice number, amount, etc) are transmitted electronically with the payment and the ability to view it is dependent on your bank. No additional remittance information is sent by the City.

Bank Name: _____

Account Number: _____

Routing Number: _____

☐ Stop ACH

Send completed forms via email to ap@santacruzca.gov or mail to the address below.

1200 Pacific Ave, Suite 290, Santa Cruz, CA 95060 (831) 420-5170