



City of Little Rock – Department of Finance
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Little Rock, AR 72201-1493

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To: All City of Little Rock Vendors
From: Jean Swaebe
Date: December 6, 2017
RE: Direct Deposit of Payments

The City of Little Rock implemented a system of electronic funds transfer (EFT). Payments can be deposited into your account on Friday morning as opposed to delivered by mail several days later. If you opt for EFT, you will be notified by email of the transfer, along with all of the information that was previously recorded on the check stub.

If you are interested in utilizing this system to receive payments from the City, please complete the following form and attach voided check (or bank direct deposit verification form). Return it to us at the above address.

Company Name _____
Contact Person _____
Address _____
City, State, Zip _____
Telephone Number _____
Email Address _____

Please provide the following information. **Complete bank information along with voided check must be provided or EFT will not be accepted.** *In the event this account information changes (or bank account is closed) it is the vendor's responsibility to notify City of Little Rock in order to avoid delayed payments.*

Bank Account name _____
Bank Receiving Payment _____
Bank Routing Number (ABA #) _____
Bank Account Number _____
Checking or Saving Account _____

Attach Voided Check Here