



**City of Little Rock – Department of Finance**  
500 West Markham, Suite 338  
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

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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**