



City of Bay City

We are happy to welcome you as a new vendor to the City of Bay City. The goal of this letter is to assist you in understanding our policies and procedures to ensure timely payment of your invoices.

Vendor Set-up Requirements:

To be set up as a new vendor we require the following:

1. A completed *Vendor Information Sheet* Form (enclosed)
2. A completed W9 Form: Federal Income Tax Law requires us to have your Taxpayer Identification Number (TIN) on file.
3. Automated Clearinghouse (ACH) Payment Authorization Agreement (optional)

Purchase Orders

Purchase orders are required for all purchases and services \geq \$5,000. No merchandise is to be shipped or picked up by a City of Bay City employee, as well as services commencing, without a valid purchase order number. Price increases or revisions to original orders must be submitted in writing and authorized by the purchaser.

Payment Procedures

As a municipality, our terms of payment are net 30 days and we will accept vendor discounts for early payment terms. The City of Bay City is exempt from all state and city sales taxes. A *Texas Sales and Use Tax Exemption Certification* will be provided upon request. Payments are sent via check or can be expedited ACH. Please complete the enclosed *Automated Clearinghouse (ACH) Payment Authorization Agreement for Vendor Payments* form.

Invoices/Contact

All invoices for payment should be sent to City of Bay City Accounts Payable department via the following:

MAIL	City of Bay City, Atten: Accounts Payable 1901 5 TH ST, Bay City, TX 77414
FAX	(979)323-1034, Attention Accounts Payable
EMAIL	accountspayable@cityofbaycity.org

All invoices submitted for payment must have the purchase order number referenced. Invoices will not be paid for work that is not complete or items not received.

We look forward to a long-term partnership.

**CITY OF BAY CITY
VENDOR INFORMATION SHEET**

Complete this form in its entirety

New Revision Employee Point of Contact _____

Vendor Name _____

Payable to (if different from vendor name) _____

Remittance Address Line 1 _____

Remittance Address Line 2 _____

City, State, Zip code _____

Phone number (_____) _____ Fax Number (_____) _____

Contact _____ Email Address _____

***If requested through the Public Information Act, vendor names, point of contact, address and email address(s) of vendors who seek or have contracts with the City may be disclosed to the public.**

For State and Federal Reporting Purposes:

Is your business 51% owned, operated, and controlled by one or more persons who are:

Women Black Hispanic Asian Pacific Islander Native American NA

Provide your taxpayer identification number.

For individuals, this is your social security number (SSN). For other entities, it is the employer identification number (EIN)

Individual: Social Security Number:

OR

Employer Identification Number:

Does any City of Bay City employee have a financial interest in this business entity? Yes No

If so, what is the name of the city employee? _____

Business is unable to be conducted with entity if it violates the City of Bay City's City Charter, Article XVII, Section 17.01.

No officer, official, or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in land, materials, supplies, or service.

I have the authorization to sign on behalf of this Vendor.

Signature: _____ Date: _____

Printed Name: _____

SEND ORIGINAL INVOICES TO:

**CITY OF BAY CITY, ACCOUNTS PAYABLE, 1901 5th St., Bay City, TX 77414
or by fax to 979-323-1034 or email to accountspayable@cityofbaycity.org**

Payment: Purchases are not valid without an AUTHORIZED PURCHASE ORDER NUMBER. Please provide purchase order number on all invoices. The CITY OF BAY CITY pays according to the terms of the Texas "Prompt Payment Law", Texas Government Code, Chapter 2251.

Taxes: The CITY OF BAY CITY is exempt from all Federal Excise Tax and State of Texas Limited Sales Excise and Use Tax. Exemption certificates will be signed and executed by the Director of Finance upon request when supported by an authorized purchase order number.

FAQ's

Here are some frequently asked questions and answers:

Q. What do I need to do to be set up as a vendor with ACH vendor payment?

- A. Just follow these simple steps:
Complete the ACH Vendor Payment Authorization Agreement
Attach a voided check with clearly shows the
- Bank account holder's name
 - Account number
 - Financial institution's name
 - Routing number
 - Send the signed agreement & voided check to accountspayable@cityofbaycity.org or by mail to :
City of Bay City
Accounts-Payable
1901 5th St.
Bay City, Texas 77414

Q. What is ACH Vendor Payment?

- A. ACH Vendor Payments is a system that deposits payment for goods and/or services that you have sold to City of Bay City Texas directly into your account at any financial institution that is a member of the Automated Clearing House Network

Q. Who is eligible for ACH Vendor Payment?

- A. All vendors that provide goods and/or services to City of Bay City Texas who are now being paid by check through

the City's accounts payable department.

Q. What steps should I take to assure that my payment is deposited to my account?

- A. Verify with your financial institution that the routing number used for electronic payments into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.

Q. When will my payment be deposited in my account?

- A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.

Q. What do I do if for some reason my payment is not deposited into my account?

- A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the City's accounts payable and ask that your payment be traced, starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

- A. Once you authorize ACH Vendor payments into your bank account, you will receive one more check from the

City. Your account will be pre-noted –a zero dollar ACH entry to test the banking information you supplied. You will receive an email indicating that a prenote will take place. After a pre-note, the City will no longer send your checks.

Q. What happens if I change financial institutions and/or accounts?

- A. In the event that you change financial institutions, or account number within the same financial institution, simply provide a new ACH Payment Authorization Agreement form and a voided check and mark the "Revision" box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor's responsibility to advise the City of any changes and to do so in a timely manner. The City requires ten (10) working days to process the changes.

Q. What happens if the company/business changes ownership?

- A. In the event there is a change in ownership, the City needs to be notified right away. A new complete set of vendor forms will need to be completed and submitted to accounts payable in order to avoid any delay in receiving payments for goods/services from the City.

If you have any questions about ACH Vendor Payment, contact accounts payable at:

accountspayable@cityofbaycity.org or
979-323-1131

**CITY OF BAY CITY
AUTOMATED CLEARINGHOUSE (ACH) PAYMENT AUTHORIZATION
AGREEMENT FOR VENDOR PAYMENTS**

NEW **REVISION**

I, an authorized signatory on the below account, hereby authorize the City of Bay City, Texas (the "City") to originate Automated Clearinghouse (ACH) credits for invoice payments, and further authorize ACH debits but only in the event that the City issued an incorrect or duplicate ACH credit to this account.

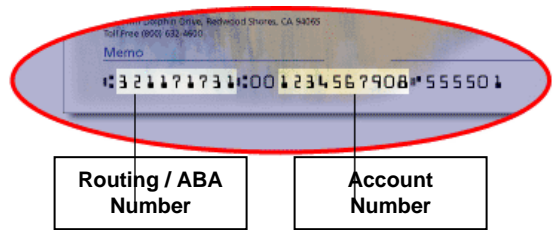
Vendor Name on Account

Financial Institution Name

Bank Phone #

Account Number

Routing / ABA No.



Account Type: **Checking** **Savings**
Commercial **Personal**

It would be helpful, but not required, for you to attach a voided check for verification.

This agreement is to remain in effect until the City has received written notification of its termination in such time and manner to reasonably act on it.

Once you authorize direct deposits into your bank account, you will receive one more check from the City. Your account will be pre-noted -- a zero dollar ACH entry to test the banking information you supplied. You will receive an email indicating that a prenote will take place.

After a pre-note the City will no longer send you checks. You will receive ACH deposits directly to your bank account along with an email describing what is being paid.

Vendor Address (City/State/Zip):		Phone #:	
Email address to receive payment notices:			
Person completing form:		Title:	
Date:		Authorized Signature:	
President of Company (required)		Email Address:	

Please be advised that all required information must be provided in order for the ACH Authorization to be processed. **Deliver to:** **City of Bay City**

Attn: Accounts Payable
1901 5th St., Bay City TX 77414

Office: (979)323-1131 Fax: (979) 323-1034
accountspayable@cityofbaycity.org