



## ELECTRONIC FUNDS TRANSFER INSTRUCTIONS AND AUTHORIZATIONS

Thank you for choosing electronic funds transfer (EFT) as your payment option with the Village of Wellington. The following information is required for initial setup or when making changes to your banking information.

- A currently dated letter from your bank confirming your routing number and account number.  
AND
- A voided check, if applicable.

The above documentation should be uploaded as attachment type **Vendor Financial Documentation** in Vendor Self Service.

***By entering your banking information in the Village of Wellington's Vendor Self Service, you are authorizing the following:***

- ***I (we) hereby authorize the VILLAGE OF WELLINGTON, hereinafter called the VILLAGE, to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my (our) account:***
- ***This authority is to remain in full force and effect until the VILLAGE has received written notification from our company or authorized representative of the company of its termination in such time and in such manner, as to afford the VILLAGE and the financial institution(s) named above a reasonable opportunity to act on it.***

All EFT requests are subject to verification by the Village of Wellington.

Should you have any questions regarding the registration process please contact us at [purchasing@wellingtonfl.gov](mailto:purchasing@wellingtonfl.gov) or 561-791-4000 extension 3008.