



1301 Twelfth Street, Suite 104
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Omar Strohm
Finance Director

July 1, 2015

RE: ACH Wire Transfers

Dear Vendor:

The City of Altoona is excited to announce that we now have the ability to remit our payments via ACH wire transfer. This option allows us to remit payment in a way that is more efficient for you and the City of Altoona. These payments will be remitted more quickly than paper checks and will not need additional processing time on the part of you, the vendor.

Once you are established to receive ACH payments, your invoices will be marked for electronic payment, and you will receive an e-mail notifying you of the invoices related to this payment.

Please feel free to contact us with any questions you may have. We thank you for your cooperation,

**PLEASE COMPLETE THIS FORM AND RETURN TO THE ADDRESS ABOVE OR E-MAIL TO
JSCHERDEN@ALTOONAPA.GOV**

VENDOR NAME:

DBA:

ADDRESS:

CITY

STATE

ZIP:

CONTACT NAME:

TELEPHONE:

FAX:

E-mail

BANK NAME:

BANK ROUTING #

BANK ACCT #

ACCOUNT TYPE:

Checking

Savings