



PLEASE COMPLETE THIS FORM AND RETURN TO: City of Napa Finance Department
Napa, CA 94559 (707) 257-9510

PART 1: Transaction Type

Form with checkboxes for: New Setup, Cancellation, Change Financial Institution, Change Account Number, Change Account Type

PART 2: Payee Identification

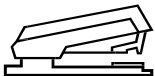
Form with fields for: 1. Company Name, 2. Business Phone, 3. Address, 4. Primary Contact email address, 5. Fax Number, 6. City, 7. State

PART 3: Authorization for Setup, Changes, or Cancellation

Text area for authorization statement and signature fields (9. Authorized Signature, 10. Printed Name, 11. Date)

PART 4: Financial Institution

Form with fields for: 12. Financial Institution Name, 13. City, 14. State, 15. Zip, 16. Routing Transit Number, 17. Bank Account Number, 18. Type of Account (CHECKING, SAVINGS)



The Company Name, Routing Transit Number and Customer Account Number on the attached voided check must match the information provided in Part 4.

PART 5. Attach a VOIDED check here

Instructions:

- 1. Fill in all fields (1 - 18) legibly and completely.
2. Attach a voided check to front of form.
3. Send the Form to address indicated at top of form.
4. You must notify the Accounts Payable department immediately of any changes to your account information.
5. Once the set-up has been activated, your payments will be transmitted via EFT permanently, unless you fill out a new form and indicate that you are canceling the service.