



Financial Services
121 SW Flagler Ave. Stuart FL. 34994
Phone: 772.288.5306

The City of Stuart encourages vendors to accept payments via direct deposit using the Automated Clearing House System (ACH). Each time a payment is made via ACH, you will receive an email from accountspayable@ci.stuart.fl.us which outlines the details of the payment transmitted. No other notification is provided.

To enroll or make modifications to information already submitted, please complete all fields on this form and return it to:

City of Stuart, Attention: Accounts Payable, 121 SW Flagler Avenue, Stuart, FL 34994-2172

Please check one box: Enrollment Modification

Section 1 – Vendor Information

Vendor Name:			
Vendor Address, City, State & Zip:			
Social Security Number or Taxpayer ID Number:		Contact Name:	
Email address:		Contact Phone:	

Section 2 – Financial Institution Information

Bank Name:			
Bank Address:			
Bank ABA Routing Number		Bank Account Number:	

I authorize the City of Stuart to make payments by direct deposit to the account shown above and to initiate (if necessary) debit entries or adjustments for any credit made in error, of an incorrect amount, or those that are duplicates of a correct payment. I certify that I have authority to act on behalf of the vendor listed above. I understand this authorization will remain in effect until a written authorization requesting cancellation is received at the address listed above.

Print Name

Print Title

Signature

Date