



## VENDOR CREDIT AUTHORIZATION FORM

### Procedures for signing up:

1. Complete Information below.
2. **A BLANK VOIDED CHECK OR A STATEMENT FROM THE BANK WITH ACCOUNT NUMBER AND ROUTING NUMBER MUST BE ATTACHED.**
3. All requested information must be completed.
4. Return the completed information to address below.

City of Durango, Finance Department  
949 East 2<sup>nd</sup> Avenue  
Durango, CO 81301

**I hereby authorize and request the City of Durango to make payment of any amounts owing to me by initiating credit entries to my account indicated below in the financial institution named below, and I authorize and request financial institutions to accept credit entries initiated by the City of Durango to such account.**

Vendor Name (Please Print): \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Email address to send a Notice of Remittance to: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_ Vendor Telephone: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Financial Institution location: \_\_\_\_\_

Account Number: \_\_\_\_\_

Financial Institution Routing (ABA) Number: \_\_\_\_\_

This agreement may be terminated by me at any time by written notification to the City of Durango. Any such notification to the City of Durango shall be effective only with respect to entries initiated by the City of Durango after such receipt of such notification and a reasonable opportunity to act on it.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH VOIDED CHECK TO THIS FORM**