

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

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*“Trusted, Quality Service since 1905”*

Dear Vendor/Supplier:

San Bernardino Municipal Water Department has begun transitioning to Electronic Funds Transfer (EFT) payments for all vendors currently receiving paper checks. In order to ensure that your payments continue to be processed in a timely manner, please complete the attached agreement and follow submission instructions.

The San Bernardino Municipal Water Department strongly encourages the use of electronic payments. Electronic payments provide the following advantages:

- ✓ Accelerated cash flow - EFT payments will be deposited directly into your bank account.
- ✓ Requires no change to current invoicing procedures.
- ✓ Reduced bank charges.
- ✓ Prompt settlement eliminates payment delays, collection costs and disputes.
- ✓ Paperless benefits of security and environmental conservation by eliminating paper checks.

To participate in our EFT payment program, please complete the enclosed EFT Payment Authorization Form and return it to us along with a voided check. **The EFT set-up process can take up to three to four weeks; so you may continue to receive check payments during that time.**

Please give us the opportunity to assist you with your enrollment process and answer any questions you have. Just telephone our accounting staff at 909-453-6009 or e-mail our accounting section inbox at [Water-Accounting@sbmwd.org](mailto:Water-Accounting@sbmwd.org).

Cynthia Mouser  
Director of Finance

Enclosure: EFT Authorization Form

1350 South “E” Street, San Bernardino, California 92408 P.O. Box 710, 92402 Phone: (909) 384-5141  
FACSIMILE NUMBERS: Administration: (909) 453-6399 Customer Service: (909) 453-6396 Finance: (909) 453-6383 Engineering: (909) 453-6385  
Corporate Yards: (909) 453-6389 Water Reclamation Plant: (909) 453-6395 Environmental & Regulatory Compliance: (909) 453-6391  
Environmental Control: (909) 453-6394



# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## FINANCE DIVISION - ACCOUNTS PAYABLE EFT PAYMENT AUTHORIZATION FORM

Please mail, fax or email this completed form to Accounts Payable with a VOIDED CHECK. Please call (909) 453-6009 or email [Water-Accounting@sbmwd.org](mailto:Water-Accounting@sbmwd.org) with any questions.

### VENDOR INFORMATION

Vendor Name	
Remittance Address	
Remittance City	
Contact Name	
Contact Phone No.	
Email Address	

(EFT Payment notifications will be sent to this email.)

### BANK INFORMATION

Bank Name	
Address	
Contact Name	
Bank Routing #	
Account #	

(Please provide thirty (30) days written notice of any changes)

### Vendor Authorization

Please sign below to confirm that you are authorizing San Bernardino Municipal Water Department to begin depositing payments for your invoices into the account mentioned above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date: