

GFOA Certificate of Achievement for Excellence in Financial Reporting 1998-Present.

To: Town of Matthews Vendors

Subject: Automated Payments Implementation

The Town of Matthews is pleased to announce the implementation of automated invoice payments using Electronic Funds Transfers (EFTs). As a vendor, you have the option of receiving your invoice payments through ACH (Automated Clearing House). Using ACH, our payments will be deposited directly into an account specified by you. We trust you will find this process beneficial, secure and efficient for payment receipt of all invoices.

The necessary form requesting information needed to facilitate this process is attached. Once the completed form has been received, our vendor files will be updated with the information provided. As payments are processed, an email will be sent notifying you of the pending deposit and the date funds will be available at your financial institution. The email will contain the same information you currently receive on our paper checks. **Please note the *importance* of providing a valid email address for an individual who will be responsible for ensuring the information and payment received are applied to our account properly.**

Attached you will also find IRS Form W-9. To ensure our records are IRS compliant, this form **must** be completed and returned regardless of your decision to participate in automatic payments. Please update your records to reflect the **billing address** for all Town accounts. All invoices should be addressed and mailed to:

Town of Matthews
Attention: Accounts Payable
232 Matthews Station Street
Matthews, NC 28105

The above address change does not affect the shipping address you have on file. Failure to make the requested changes may result in delayed payments.

Thank you for taking a moment to complete the attached forms. Please mail completed forms to the address listed above. Automatic payments will begin within 30 days of receipt of the completed forms. ***We hope you will take advantage of this convenient and efficient form of invoice payment.*** **If for any reason you do not receive payment, wish to cancel your enrollment, or need to change banking or email information, you MUST notify our office immediately to prevent delay in payments.**

Our staff is available to assist you. Please contact us at (704) 847-4411 or visit our office at 232 Matthews Station Street. Thank you for your time, and we look forward to your participation in the automatic payment system.

Regards,

Christopher Tucker
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