

Dear City of Sacramento Accounts Payables Supplier,

City of Sacramento offers ACH (Automated Clearing House) payments.

What is ACH Payment?

ACH payments are electronic payments that will be sent to your bank account instead of you getting a physical check in the mail from the City.

Is there a charge for this ACH Payment?

There is no charge for this service from City of Sacramento.

What is the benefit of signing up for ACH?

The benefit of signing up for the ACH payment program is that your payment(s) will be directly deposited to your bank account instead of the time it takes you today to receive the check in the mail from City of Sacramento.

How will I know when I get paid?

City of Sacramento will email a payment advice to your email address provided on the enrollment form upon payment processing. The payment advice will provide details of payments sent to your bank account.

How do I sign up?

Signing up is easy. Complete the enrollment form and

1. Email to: ACH@cityofsacramento.org or
2. Fax to: 916-808-5444 or
3. Postal mail it to: City of Sacramento
Attention: Accounts Payables, 4th Floor (ACH Signup)
915 I Street
Sacramento, CA 95814

Please include a **voided check or a letter from your bank** with your submission. Consult your bank if you are not sure how to obtain the bank information requested on the sign-up form. **The form should be signed by an authorized representative who can conduct financial transactions on behalf of the business.**

Call Heather Hecox, Accounts Payables Supervisor at 916-808-1237 if you have any further questions.

Accounting Division
PH: 916-808-1237
Fax: 916-808-5444
915 I Street, 4th Floor
Sacramento, CA
95814

