

The City of Mountain View offers the following payment methods to our vendors:

1. Automated Clearing House (ACH) – *This option is not available to international vendors*

Under this program, payments of your invoices will be sent via ACH transfer and are automatically credited to your account at the financial institution that you designate. You will continue to invoice us as per our current terms and conditions. Once an invoice is approved for payment, an electronic remittance advice will be sent to your entity via email and your bank account will be credited within 2-3 business days. The remittance advice will include statement-type information such as invoice numbers, dates, descriptions and amounts.

To sign up:

- Complete and sign the **ACH Payment Authorization Form** and **IRS Form W-9** (available at: <https://www.mountainview.gov/our-city/departments/finance-and-administrative-services/forms-and-documents> – Accounts Payable section)
- Follow the instructions on the form to submit

2. Checks

If you are not enrolled in ACH payment program, payments will be made by checks. You do not have to sign up for this payment method.