

# Electronic Funds Transfer Authorization Form

The City of Lake Oswego preferred method of paying their vendors is by direct deposit. This form authorizes the City of Lake Oswego to make payments to a business or individual electronically. Please complete the authorization agreement below, then fax, email, or mail back to us along with a voided check or bank verification letter on letterhead from your financial institution to:

City of Lake Oswego  
Accounts Payable  
PO Box 369  
Lake Oswego, OR 97034  
Phone: 503-675-3987  
Fax: 503-534-5201  
Email: [invoices@lakeoswego.city](mailto:invoices@lakeoswego.city)

## Authorization Agreement for Direct Deposit

Company name: \_\_\_\_\_

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

Contact & phone no: \_\_\_\_\_

Email for deposit notification: \_\_\_\_\_

We hereby authorize the City of Lake Oswego to initiate credit entries to our account indicated at the financial institution named below:

Depository Name: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This authorization is to remain in full force and effect until the City of Lake Oswego has received written notification from us, of its termination, in such time and in manner as to afford the City and Depository a reasonable opportunity to act on it.

Name: \_\_\_\_\_  
*(Please print)*

Title: \_\_\_\_\_  
*(Please print)*

Signature: \_\_\_\_\_

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