



www.downers.us

### Electronic Funds Transfer (EFT) Form

Dear Vendor,

It is the intention of the Village of Downers Grove to reduce the negative impact on the environment caused through business processes, and improve the speed of payment to (Vendors), and reduce transaction costs. The Village of Downers Grove can now process all payments by Electronic Funds Transfer. The ACH system is the primary electronic fund transfer (EFT) system used to make payments.

By completing and signing this form, you authorize the Village of Downers Grove to pay your invoices electronically. This form will be in effect until the Village of Downers Grove receives in writing a request to cancel or to change your bank information. You can track all your payments with detail by signing in to our web-site at <https://mydg.downers.us/>, click on Other Services then on Vendor Services to register. Please complete the following information, attach a voided check or letter from your financial institution from the account to be credited and return the completed form to:

Village of Downers Grove  
Finance Department  
801 Burlington Avenue  
Downers Grove, Illinois 60515  
Fax: (630) 434-5571

**COMMUNITY RESPONSE CENTER**

630.434.CALL (2255)

**CIVIC CENTER**

801 Burlington Avenue  
Downers Grove

Illinois 60515-4776

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

**FIRE DEPARTMENT**

**ADMINISTRATION**

6701 Main Street

Downers Grove

Illinois 60516-3426

630.434.5980

FAX 630.434.5998

**POLICE DEPARTMENT**

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

**PUBLIC WORKS**

**DEPARTMENT**

5101 Walnut Avenue

Downers Grove

Illinois 60515-4074

630.434.5460

FAX 630.434.5495

**DEPARTMENT OF**

**COUNSELING AND SOCIAL SERVICES**

842 Curtiss Street

Downers Grove

Illinois 60515-4761

630.434.5595

FAX 630.434.5599

1. Name on your bank account for accepting deposits:  
\_\_\_\_\_

Company name (if different)  
\_\_\_\_\_

2. Name of Bank \_\_\_\_\_

3. Bank Routing Number \_\_\_\_ \_

4. Bank Account Number \_\_\_\_\_

4. a Please send us a voided check with this form

5. Checking \_\_\_\_\_ or Savings \_\_\_\_\_

6. Contact person name \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

7. Signature and Title of Authorized Official: I hereby authorize the Village of Downers Grove to initiate ACH credit transactions to the above-noted bank account. I take full responsibility for inserting the account numbers above.  
\_\_\_\_\_

8. Date \_\_\_\_\_

For Village use: Vendor Number: \_\_\_\_\_ Date established \_\_\_\_\_



[www.downers.us](http://www.downers.us)

---

**COMMUNITY RESPONSE  
CENTER**

630.434.CALL (2255)

**CIVIC CENTER**

801 Burlington Avenue

Downers Grove

Illinois 60515-4776

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

**FIRE DEPARTMENT**

**ADMINISTRATION**

6701 Main Street

Downers Grove

Illinois 60516-3426

630.434.5980

FAX 630.434.5998

**POLICE DEPARTMENT**

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

**PUBLIC WORKS**

**DEPARTMENT**

5101 Walnut Avenue

Downers Grove

Illinois 60515-4074

630.434.5460

FAX 630.434.5495

**DEPARTMENT OF  
COUNSELING AND SOCIAL SERVICES**

842 Curtiss Street

Downers Grove

Illinois 60515-4761

630.434.5595

FAX 630.434.5599

---