



www.downers.us

Dear Vendor,

The Village of Downers Grove offers Electronic Funds Transfer (EFT) for payment of invoices using the Automated Clearing House (ACH) system.

You can track our payments with detail by registering and logging in to our vendor portal at <https://mydg.downers.us/> > AR/AP Services > AP/Vendor: Vendor Services.

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. Please complete the following information, attach a voided check or letter from your financial institution from the account to be credited, and return these documents to:

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

COMMUNITY RESPONSE

CENTER

630.434.CALL (2255)

CIVIC CENTER

801 Burlington Avenue

Downers Grove

Illinois 60515-4782

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

FIRE DEPARTMENT

ADMINISTRATION

5420 Main Street

Downers Grove

Illinois 60515-4834

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 60515-4046

630.434.5460

FAX 630.434.5495

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 _____

4a. 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 _____