

METHODS OF PAYMENT AND PROCEDURE

Currently, the City of Brockton offers two methods of payment to its vendors. They can be set up to receive a printed check or by Electronic Funds Transfer (EFT).

When providing us their W-9 to be created as a vendor, they automatically are set up to receive a printed check.

If they prefer their method of payment to be by EFT, they will need to provide us the necessary paperwork listed below:

1. W-9 (completed and signed)
2. The City of Brockton EFT Authorization Form (completed with all the necessary information and signed)
3. Either a letter from their bank (on bank letterhead) or a copy of a voided check (needed for us to verify the information they provide on the City's EFT Form is correct).

Once all information is received, please email it to Connie Costa, Supervisor of Accounts Payable at ccosta@cobma.us.

Please note: If a vendor is already in our system and is receiving a check, but would prefer to switch to EFT, they will need to provide a new W-9, in addition to the EFT Authorization Form and bank letter or copy of a voided check.