

# Methods of Payment and Procedures

The City of Brockton currently offers vendors two methods of payment:

- **Printed check**
- **Electronic Funds Transfer (EFT)**

When a vendor submits a W-9 for vendor creation, they are **automatically set up to receive payment by printed check**.

## Requesting Payment by EFT

Vendors who prefer to receive payment by **Electronic Funds Transfer (EFT)** must submit the following documentation:

1. **IRS Form W-9** (completed and signed)
2. **City of Brockton EFT Authorization Form** (completed in full and signed)
3. **Bank verification**, consisting of **one** of the following:
  - A letter from the vendor's bank on official bank letterhead, **or**
  - A copy of a voided check

This documentation is required to verify the accuracy of the banking information provided on the EFT Authorization Form.

Once all required documentation has been completed, it must be emailed to:

**Connie Costa**

Supervisor of Accounts Payable

✉ [ccosta@cobma.us](mailto:ccosta@cobma.us) *or*

A hard copy sent via inter-office mail to the attention of the Supervisor of Accounts Payable.

## Changes to Existing Vendor Payment Method

Vendors who are already established in the City's system and currently receive payment by check, but wish to switch to EFT, must submit:

- A **new W-9**
- A **completed City of Brockton EFT Authorization Form**
- A **bank letter on official bank letterhead, or a copy of a voided check** for verification

Payment method changes will not be processed without all required documentation.