



City of Stuart

Financial Services Department

121 SW Flagler Avenue

Stuart, FL 34994-2172

Tel: 772-288-5314 Fax: 772-600-1230

The City of Stuart encourages payments via direct deposit using the Automated Clearing House System (ACH). Each time a payment is made via ACH, you will receive an email from purchasing@ci.stuart.fl.us which outlines the details of the payment transmitted. No other notification is provided.

To enroll or make modifications to information already submitted, please complete all fields on this form and return it to:

City of Stuart, Attention: Accounts Payable, 121 SW Flagler Avenue, Stuart, FL 34994-2172

Please check one box: Enrollment Modification

Section 1 – Employee Information

Employee Name:			
Employee Number:		Email address:	

Section 2 – Financial Institution Information

Bank Name:			
Bank Address:			
Bank ABA Routing Number		Bank Account Number:	

I authorize the City of Stuart to make payments by direct deposit to the account shown above and to initiate (if necessary) debit entries or adjustments for any credit made in error, of an incorrect amount, or those that are duplicates of a correct payment. I certify that I have authority to act on behalf of the vendor listed above. I understand this authorization will remain in effect until a written authorization requesting cancellation is received at the address listed above.

Print Name

Signature

Date