



**Finance Department  
Accounts Payable Division**

**Vendor Payment Registration Form**

**809 Center Street, Room 100, Santa Cruz, California 95060 (831) 420-5170**

The City of Santa Cruz Accounts Payable Division offers ACH transfers or payment by “ghost” credit cards as payment options to our vendors. Use this form to sign up for either payment method or to make changes to your payment information. If you have questions please contact Accounts Payable at [dl\\_fnap@cityofsantacruz.com](mailto:dl_fnap@cityofsantacruz.com) or (831) 420-5170.

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Start ACH Payments

By signing up for ACH you will also need to authorize access to the City of Santa Cruz to debit the account for any credits due to the City.

Change ACH bank information

Stop ACH Payments

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Start payments by “ghost” credit cards. Payments are made weekly to a credit card issued to you by our bank for this purpose upon timely receipt of the invoice. Your bank will deduct merchant fees from your payment amount.

Send completed forms via email to [dl\\_fnap@cityofsantacruz.com](mailto:dl_fnap@cityofsantacruz.com) or mail to the above address.