

The City of Mountain View offers the following payment methods to our vendors:

1. Automated Clearing House (ACH) – This option is not available to international vendors

Under this program, payments of your invoices will be sent via electronic funds transfer and are automatically credited to your account at the financial institution that you designate. You will continue to invoice us as per our current terms and conditions. Once an invoice is approved for payment, an electronic remittance advice will be sent to your entity via email and your bank account will be credited within 2-3 business days. The remittance advice will include statement-type information such as invoice numbers, dates, descriptions and amounts.

To sign up:

- Complete and sign the **EFT Payment Authorization Form** and **IRS Form W-9** (available online at: <https://www.mountainview.gov/our-city/departments/finance-and-administrative-services/forms-and-documents> – Accounts Payable section)
- Follow the instructions on the form to submit

2. EPayables Credit Card (EPAY) – This option is not available to international vendors

Under this program, a 12-digit credit card number will be provided to you to take payments from the City. You will continue to invoice us as per our current terms and conditions. Once an invoice is approved for payment, an electronic remittance advice will be sent to your entity via email, along with approval to charge the credit card for the authorized net amount. The remittance advice will include statement-type information such as invoice numbers, dates, and amounts. **There may be transaction fees associated with this payment method, please consult your merchant services provider.**

To sign up:

- Send an email to AccountsPayable@mountainview.gov and provide the following information:
 - Business Name
 - Name, Title, and Telephone number
 - Email address for receiving remittance information

3. Checks

If you are not enrolled in either of the above electronic payment programs, payments will be made by checks. You do not have to sign up for this payment method.