



Dear Vendor

RE: Vendor Direct Payment

The City of Rochester Hills offers Direct Payment to our vendors for goods and/or services purchased by the City.

What exactly is Direct Payment?

Direct Payment is a direct payment to our vendor's bank account eliminating the processing of paper checks and mailing that check to our vendors. The payment for your invoices will be in your bank account the day of payment. You will no longer have to wait for the check to come in the mail.

How will the direct payment work?

Vendors will continue to send or email (accountspayable@rochesterhills.org) invoices to the City for goods and/or services rendered. The City will process invoices for payment when due. Rather than receiving a check in the mail we will deposit the payment directly into your bank account. Vendors will receive notification by email a day in advance of payment. The notification will include invoices being paid, amount being paid and date being paid. Typically, you will receive payments on Friday, rather than waiting to receive the check in the mail sometime that following week.

What will you need to do to get started receiving direct payment?

The Authorization for Direct Payment form must be completed and returned to the City. The form must be signed by an authorized agent. The authorized agent, by signing the form, certifies that the financial information contained in Section 2 of the form is correct and takes full responsibility for any errors contained in that information. The City takes no responsibility for the financial information contained on the AUTHORIZATION FOR VENDOR DIRECT PAYMENT form.

Where to send the completed form?

The form can be emailed to the City at accountspayable@rochesterhills.org or

Mail to: City of Rochester Hills
Accounting Division
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309-3033

Any questions call: 248-656-4632

In addition, you will find a W-9 Form that we are required to have our vendors update annually. Please complete the W-9 Form enclosed and email (accountspayable@rochesterhills.org) or mail to the address above. If you have any questions, please feel free to contact us.