

CITY OF HOUSTON DIRECT DEPOSIT Vendor Information

Contact Person _____ Phone # _____

Vendor Name _____

Vendor Account # (s) _____
(Please list only the City of Houston vendor accounts you wish to have on direct deposit)

Account Type

please check one of the two types. This account is a:

_____ Checking Account
_____ Savings Account

Bank Name _____ Account # _____

Bank Address _____ Bank Phone # _____

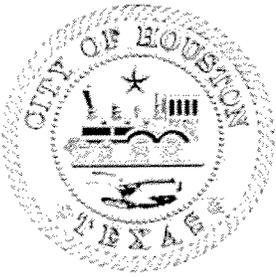
Bank ABA Routing # _____
(Please verify routing information with your bank)

Authorized Signature _____ Date _____
Vendor/Contractor

Please enclose a VOIDED CHECK. If a **VOIDED** check is not attached, your Direct Deposit request will not be processed and your request will be cancelled after **60 days**. On Lock Box accounts or zero balance accounts, please indicate "NO CHECKS" and state the reason on the bottom of this page. For additional information or assistance in completing this form, call Johnnie Campbell at **832-393-3444**. Fax **832-393-3459**.

Mail the completed information to:
Office of the City Controller
Attn: Johnnie Campbell – Direct Deposit
P. O. Box 1562
Houston, TX 77251-1562

Voided check not attached because: _____ LOCKBOX ACCOUNT
_____ ZERO BALANCE ACCOUNT



CITY OF HOUSTON VENDOR PAYMENT BY ELECTRONIC FUNDS TRANSFER AGREEMENT

I, _____ (name) _____, (title) of

_____ (Contractor name) ("Contractor") hereby request that any funds due and owing to Contractor or which may be due and owing to Contractor at some future date, from the City of Houston, Harris County, Texas (the "City") be sent directly to the bank account designated below. I understand that the City will apply this request to all funds owed the Contractor, not just a select few. If Contractor is overpaid, Contractor gives its consent to the City to debit its account to recover any amounts paid.

Contractor agrees and understands that the direct deposit of funds by the City into the account set forth below constitutes full and final payment of amounts owing by the City to Contractor as if same had been paid via check or warrant issued to Contractor.

From time to time, the City may need to correct the amount owed to Contractor, which correction may result in a payment by check. The City will not be responsible for forwarding these checks to the bank, but will deliver these checks through regular procedures currently in place, or through some mutually agreed upon procedure, to Contractor.

Contractor, its successors and assigns hereby release, relinquish and discharge the City and its former, present and future agents, employees and officers from any liability arising out of the sole and /or concurrent negligence or other actionable act or omission of the City for any claim, demand, fine or damage in any way arising from (i) the City's direct deposit of Contractor's funds into the bank account set forth below or (ii) the City's failure to deposit any funds into Contractor's bank account or (iii) an error or omission on the part of the City in depositing the funds.

Contractor recognizes that the City will auto cease direct deposit if the information needed to make these deposits becomes invalid due to any changes made by the bank or Contractor. In such a case, it is the Contractor's responsibility to provide the City with updated deposit information that will enable the City to continue direct deposit.

If Contractor desires to designate a different bank or account number, Contractor acknowledges that it must notify the City in writing of such change if Contractor desires to continue direct deposit. Contractor understands and agrees that it will take approximately thirty (30) days for the banking system and the City to re-execute the bank notification process. If Contractor desires to discontinue direct deposit, then Contractor must notify the City of such desire in writing at least thirty (30) days in advance.