



QUICK PAY VENDOR REMITTANCE AGREEMENT

INTRODUCING A FREE AND CONVENIENT DIRECT DEPOSIT OPTION FOR VILLAGE OF LINCOLNSHIRE VENDORS.

Quick Pay allows vendors and service providers to have invoiced charges deposited in an authorized checking or savings account via Electronic Funds Transfer (EFT). Payments occur automatically and because funds are transferred electronically the money is available immediately. No more waiting for payments to be mailed or checks to clear.

It's Fast! Payments will be deposited on the Tuesday following the 2nd and/or 4th Monday of each month.

It's Secure! Payments are deposited directly in an authorized checking or savings account.

Payment Notifications! An email is sent on the day of the deposit to provide payment details.

Enroll Today!

1. **Complete and sign** the Authorization Agreement below.
2. **Attach a voided check** (or if using savings, include the deposit slip) to the Agreement below for the account that is to be credited.
3. Return the signed Agreement and voided check to the Village of Lincolnshire, 1 Olde Half Day Rd., Lincolnshire, IL 60069. **Agreements may be mailed or faxed to 847-883-8608.** For security reasons, please **DO NOT EMAIL.**

All payments are made in accordance with the Illinois Prompt Payment Act. Payments are remitted in CTX format.

AUTHORIZATION AGREEMENT FOR VENDOR QUICK PAY			
<p>Please attach a voided check or pre-printed deposit slip. Please allow up to three weeks for the application to be processed and validated by the bank.</p>			
Vendor Name:			
Address:			
Customer ID/Account # assigned to Lincolnshire:		Phone:	
Email (for payment notifications):		Fax:	
Financial Institution:		Bank Account Number:	
Select One: <input type="checkbox"/> Checking / <input type="checkbox"/> Savings		Select One: <input type="checkbox"/> New Enrollment / <input type="checkbox"/> Change	
<p><i>The Village of Lincolnshire will deposit funds in the account listed above via Electronic Funds Transfer (EFT) on the Tuesday following the approval of bills by its Board of Trustees at their regularly scheduled meetings on the 2nd and 4th Monday of each month in accordance with the Illinois Prompt Payment Act (50 ILCS 505). Notification of pending EFT payment, including the deposit amount and transaction date will be sent via electronic mail to the email address listed above on the day of the deposit.</i></p>			
<p><i>I HEREBY AUTHORIZE the Village of Lincolnshire and the Financial Institution designated to begin automatic deposits and agree to the conditions detailed above</i></p>			
Signature			Date
Printed Name:		Title:	