



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Vendor Electronic Payment Enrollment Form

*This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to [info@villageofglencoe.org](mailto:info@villageofglencoe.org) or print and mail, fax or deliver the form to the department listed at the end of this form.*

#### Section A: Business Information

To receive your payment as a Village of Glencoe vendor electronically, all you need to do is complete, sign and return this form. Once received, the Village will create a pre-notice test transaction with the next check run after enrollment. Once a successful pre-notice test transaction is completed, payments will be transmitted electronically and you will receive an email confirmation of payment. Please type information requested to ensure legibility.

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Glencoe Vendor Number (If paid by Village before): \_\_\_\_\_

Business Contact: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Section B: Banking Information

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

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

## Section C: Acknowledgement and Signature

### Certification and Hold Harmless

I certify that I am authorized to complete this form directing the Village of Glencoe to make accounts payable payments electronically directly to a bank account rather than in the form of a check mailed to a vendor address. I certify that the information above is correct. This authorization will stand until withdrawn in writing. I understand that it is my responsibility to inform the Village of any change in business information, banking information or account authorizations. I understand that it is not the responsibility of the Village of Glencoe to verify that the business information, banking information or to otherwise determine the authority of the person completing this form. I further hold the Village, its officers, officials and employees harmless from any liability as result of any information provided on this form. I understand that the Village recommends that two authorized individuals sign this form.

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

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

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

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

**Please, e-mail, mail, fax or deliver this form with any supporting material to:**

Finance Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022

Phone: (847) 835-4113 | Fax: (847) 835-9880 | E-mail: [info@villageofglencoe.org](mailto:info@villageofglencoe.org)