



CITY OF
HUNTINGTON BEACH

Alisa Backstrom, MBA, CCMT, CPFIM | *Elected City Treasurer*

Dear Valued Vendor:

You will be receiving payments from the City of Huntington Beach. Our preferred method of payment is by electronic payments using ACH (Automated Clearing House.) When you receive payments from the city in this matter, you will receive an electronic credit to your bank account and will be mailed a copy of the remittance advice for your records. You should receive the remittance copy the day you receive the payment in your bank account.

Using this method to receive payments is faster, safer, and more secure than receiving a check in the mail. The process of signing up is easy. Simply complete the attached application and return it to the address listed below. Please ensure the form contains an original authorized signature. If at any time your banking information changes, please notify us immediately.

There are two convenient ways to submit your Authorization Form:

- Mail our form to: City of Huntington Beach
Attn: Colin Stevens
P.O. Box 190
Huntington Beach, CA 92648-0190
- E-mail your form to: Colin.Stevens@surfcity-hb.org

Please contact Colin Stevens, Treasury Manager, if you have any further questions at (714) 375-5089 or email your questions to the email above. Thank you for helping us "Go Green" electronically.

Sincerely,

Alisa Backstrom, MBA, CCMT, CPFIM
Elected City Treasurer
City of Huntington Beach