

Payments *Made Simple*

The City of Carlsbad is now offering Automated Clearing House payments, a secure, efficient way to transfer funds, such as vendor payments and employee reimbursements.

- Eliminate the need to handle paper checks
- Reduce problems due to lost, stolen or misdirected checks
- Eliminate mail delays
- Know exactly when a payment is made
- Protect the environment

How Does it Work?

Complete the vendor direct payment authorization form on the City of Carlsbad's website at www.carlsbadca.gov/finance and email, fax or mail the form back to the city. That's it.

The City of Carlsbad will send you an email notification with details of your ACH payments, including the invoice date, invoice number, purchase order number, if applicable, and the dollar amount.



Switching to electronic payments is fast, easy and helps the environment.

Go Paperless, Go Green

Based on a sample year of City of Carlsbad vendor activity, switching to electronic payments would result in a significant environmental benefit.

