



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

August 20, 2021

Subject: Vendor Payment Transition to Direct Deposit

Dear Registered Vendor:

The South Florida Water Management District (District) is excited to announce a new primary method of payment - direct deposit using the Automated Clearing House (ACH) starting **September 2021**. Since the original announcement last fall staff has been hard at work preparing for the successful ACH implementation to better serve you. There are many benefits to direct deposit, the District is focused on efficiency and security. Efficiency through the speed of direct deposit and security from lost or intercepted checks, avoiding exposure to fraud.

Action is required on your part to help us update our vendor records to provide your future payments electronically. If you have previously provided the information below and received an email confirmation, no action is required on your part at this time:

- 1.) Ensure the following items are on file with the District's Vendor Registration Unit:
 - Your Federal Employer Identification Number (FEIN) or Social Security Number (SSN);
 - at least one active email address; and
 - a valid telephone number
- 2.) To update, change or add an email address to your company vendor record, please email the following to **ACHSFWMD@sfwmd.gov**
****DO NOT SEND** SSNs or documents with SSNs on them via email.
 - Subject Line – SFWMD ACH Verification;
 - Attach your current IRS Form W-9; and
 - Email address and phone number of the Finance Manager, Receivables Manager or other authorized staff
- 3.) After receipt and confirmation of your email address, the District will email you directions to securely provide your company's banking data. Note that we can only push (deposit) money into your account and **CANNOT** pull (withdraw) money out of your account.

The District is very pleased to have done business with your company in the past and look forward to the opportunity to continue our relationship. Your cooperation is greatly appreciated. We thank you in advance for taking prompt action to help us provide even better service to you.

If you have questions pertaining to this letter or further interest in the future vendor method of payment change to ACH, please contact us at **ACHSFWMD@sfwmd.gov** .

Sincerely,

A handwritten signature in blue ink that reads "Candida Heater".

Candida Heater

Administrative Services Division Director