



**Representative Payee Program
Direct Deposit - Vendor**

The Bread for the City Representative Payee Program will make payments to vendors by Direct Deposit. Payments are made on behalf of consumers enrolled in our program on the basis of a predetermined budget plan completed by the consumer and their Community Support Worker. This plan must provide the details regarding the amount and frequency of payments to be made to the vendor named here. We will apply this direct deposit payment information to all payments made to your business unless otherwise requested.

Please complete **ALL** information. Please print clearly or type.

Business/Account/Vendor Name: _____	
Address: _____	Phone: _____
Contact Name: _____	
Email Address: _____	

Bank Account Information: Please print clearly.

Name of Bank: _____	Type of Account:
Bank Address: _____	<input type="checkbox"/> Checking
Account Number: _____	<input type="checkbox"/> Savings
Bank Routing Number: _____	

Attach a voided check or other bank document showing name, routing and account numbers.

Please read: You will receive a confirmation email when your new direct deposit record has been set up. Bread for the City sends payments by ACH on a predetermined monthly schedule. Beginning of the month payments (such as rent) are initiated as soon as consumer funds are available. You will receive an automated email notification during the processing that will alert you to the date that funds will credit to your account. If you are receiving payments for more than one consumer the email will include details about amounts to credit to individual clients. Please contact us if you have received a payment that was not due or have questions about payments received. Vendors are encouraged to forward information about changes in payment obligations or delinquencies to the consumers and to Bread for the City so that they can be addressed in a timely manner.

The vendor signing below is responsible for verifying the **bank account number** and the **routing number** with the financial institution. You must notify Bread for the City of any changes in a timely manner. Bread for the City will pass on any return ACH fees if a payment cannot be completed. If a direct deposit payment cannot be completed successfully, the RPP will notify the vendor as soon as possible and will issue a paper check for payment as necessary. Please keep your contact information up-to-date to facilitate this process. You can reach the Bread for the City RPP Accounting staff at (202) 386-7016 or by email at RPPach@breadforthecity.org.

I hereby authorize **Bread for the City** and my bank to automatically deposit money to the account listed above. This includes authorization to correct entries made in error. This authorization will remain in effect until written notice to cancel it is provided.

Authorized Signature: _____ **Date:** _____