



# CITY OF WEST HOLLYWOOD

JANUARY 27, 2021

CITY HALL  
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WEST HOLLYWOOD, CA  
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**DEPARTMENT  
OF FINANCE  
& TECHNOLOGY  
SERVICES**

## **RE: AP Vendor ACH Payment Option**

In response to the evolution of the COVID-19 pandemic, the Department of Finance for the City of West Hollywood will temporarily process ACH payments for vendors who will be paid during the time frame of the statewide recommendation of social distancing. The City will minimize mailing paper checks in effort to limit the spread of COVID-19.

To be setup for the ACH payment option, please send an official request on **company letterhead** which includes the requested information listed below. Email your request including the **bank verification documents** required below, to [APDesk@weho.org](mailto:APDesk@weho.org). **Do not copy any other email address on this request, this includes City staff.**

### **Include in Letterhead Request**

- WEHO Contact/Division
- Product/Services Provided
- Bank Name
- Bank address
- Bank account number
- Bank routing number
- Authorized Name
- Authorized Signature
- Phone Number
- Email

### **Bank Verification**

- Voided check **or**
- Copy of bank statement (1<sup>st</sup> pg. only) **or**
- Letter from bank containing account information

Sincerely,

**Carlos Corrales**  
Accounting Manager  
City of West Hollywood  
[CCorrales@weho.org](mailto:CCorrales@weho.org)  
(323) 848-6598

