From: Landskov, Faye
To: Larm, Doug
Subject: FW: signing contractors up for electronic transfer of payment funds
Date: Wednesday, April 08, 2015 12:07:11 PM
Attachments: ACH Vendor form.doc

Doug,

The biggest caveat with these is that the vendor name and address have to match what is on the W-9, so please have your folks check the two and make sure. Otherwise, there will be hiccups.

Thank you and since this is all new to me, I'll be learning this process right along side you.

Best,

Faye

From: Minato, Marilyn
Sent: Wednesday, April 08, 2015 10:05 AM
To: Landskov, Faye; Larm, Doug
Cc: Minato, Marilyn
Subject: RE: signing contractors up for electronic transfer of payment funds

I have attached the form for each contractor to fill out and this form is for "ACH" electronic transfer only.

The ACH form will need to be approved by SPD at the bottom of the form, then the form is sent to me and I will set them up in the bank, when a payment is being processed by SPD in summit Acct/Rec please make sure it is entered an ACH payment

If they want to pay via "WIRE" and not "ACH" let me know it's much more costly for us

MARILYN MINATO, Treasury Services Division

City of Seattle
Department of Finance and Administrative Services
700 Fifth Ave, Suite 4250
PO BOX 34214
SEATTLE, WA 98124-4214
TEL: (206) 386-4082 **(PLEASE NOTE PHONE NUMBER CHANGE)**
FAX: (206) 684-5419
EMAIL: Marilyn.minato@seattle.gov

From: Landskov, Faye
Sent: Wednesday, April 08, 2015 9:42 AM

To: Minato, Marilyn
Subject: signing contractors up for electronic transfer of payment funds

Hello Marilyn,

I was given your name by Christi Thompson as the guru who could make this happen. I have several contractors who have asked for EFT payment and I am trying to get that going for them.

If you could give me the required steps and means, forms, etc., I could get it started.

Or if you prefer to work this from start to finish yourself, Doug Larm at the Fusion Center would be your point of contact. This is his contact information. He oversees six to eight contractors who all wish to be paid electronically rather than by paper check.

Doug Larm CCIP
Senior Intelligence Analyst
Seattle Police Department
Criminal Intelligence Section
610 5th Ave
Unit 348
Seattle, WA 98124
(206) 684-8770

Lead Intelligence Analyst
Seattle Regional Information Sharing Analysis Center/SR-ISAC
Washington State Fusion Center
1110 3rd Ave
Seattle, WA 98101

Thank you for your help.

Best regards,

Faye Landskov
Planning and Development Specialist SR
Contracts and Grants