

HOW TO REGISTER WITH THE CITY OF FORT WORTH

- Visit <u>WWW.FORTWORTHGOV.ORG</u>
- Click on Business
- Scroll down to Do Business with Us
- Choose Become a Vendor
- Review Terms & Conditions
- Click I Accept These Terms to proceed
- At next screen, click No, I Want to Register
- Click Register
- The first pop-up for registering asks for your Federal ID# or Social Security Number and your company name. The company name entered <u>MUST</u> be the same as the invoice you would present for payment to the City of Fort Worth.
- Follow through the screens by clicking Continue/Save at the bottom of each screen. The last screen will ask for your commodities (products and/or services that can be provided to the City). This information is utilized to send quotes/bid opportunities to you by email and is also required in order to keep your account active.

Congratulations, you've registered!! You will receive an email with your registration confirmation.



Automated Clearing House (ACH) Form

NOTE: A confirmation will be sent via email once setup is complete!

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********RECEIVING BANK INFORMATION********			
Must Choose One: Savings Checking (attach voided check)			
		·	
Name of Bank/Financial Institution			
Bank Address	City	State	e Zip
Phone # of Bank			
ABA # (9 digit Routing #)	Ī	ACCOUNT #	
**************************************	₹ORN	IATION****	*****
Vendor # (If known)		Name of Compa	ny/Payee
Email Address (required for transfer notice	es) i	Federal Id #/Soc	cial Security #
Phone #	-	Signature	 Date
& Fax to (817) 392-7254 &			
*****************OFFICE	USE (The Control of the Co	
1. Enter in ACH database	. CII	C	Completed:
2. Change vendor's addresses to reflect3. Edit all PO's to reflect ACH term			Completed: Completed:
4. PO #'s affected:			
- Allen Hard Hard Hard Hard Hard Hard Hard Hard			***************************************

ACH Set-Up Completed: _____ Time: _____

Initials: _____