

Accounts Payable Dept.  
2829 W Howard Place  
Denver, CO 80204

November 20, 2019

Dear Colorado Department of Transportation Vendor:

Hello, the Colorado Department of Transportation invites you to participate in the advantages of receiving your payments via EFT (Electronic Fund Transfer) instead of by check payment. An EFT payment is an electronic payment that is credited directly to your bank account. It is reliable, safe, and convenient. Benefits of EFT payments include:

- Increased cash flow due to direct and faster payments into your bank account
- Reduction in costs and staff time handling, processing and manually depositing check payments
- Elimination of lost or stolen checks

An automatic email notification will be sent to a designated email address that you provide when the payments are issued. This information is the same as the remittance advice you receive with your check payment, enabling you to correctly apply the payment.

If you would like to begin receiving EFT payment, please follow this checklist:

- Complete and return the attached, required form.
- Return a voided check or bank letter validating the bank routing and account number (required).
- Please note that signatures and dates must be handwritten rather than digital signatures.
- All the information must match the W-9 we have on file.
- Include a contact email address ensuring that this is the email address at which to send the EFT payment notification.
- Include a contact phone number.
- Return the information to the email or physical address below.

Please let us know if you have any questions.

Thank you.

Colorado Department of Transportation  
ATTN: Accounts Payable  
2829 West Howard Place  
Denver, CO 80204

[dot\\_accounts\\_payable@state.co.us](mailto:dot_accounts_payable@state.co.us)

