

EZ Pay

Electronic Vendor Payment

Enrollment Information

- Complete the enclosed EZ Pay enrollment form

An on-line enrollment form is available at www.oak-brook.org/vendors

- Mail the completed enrollment form, with a voided check or pre-printed deposit slip to:

Village of Oak Brook
1200 Oak Brook Rd
Oak Brook, IL 60523
Attention: Accounts Payable

Email to: accountspayable@oak-brook.org

Fax to: 630.368.5079

Completed enrollment forms can also be returned with any future invoice.



*Village of
Oak Brook*

Prompt Payment Act Information:

The Village of Oak Brook is governed by the Illinois Prompt Payment Act (50 ILCS 505). This law stipulates that local governments must approve or disapprove a bill from a vendor within 30 days after receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. Any bill approved for payment shall be paid within 30 days after the date of approval.

1200 Oak Brook Rd
Oak Brook, IL 60523

Phone: 630.368.5000
Fax: 630.368.5045
www.oak-brook.org

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**Village of
Oak Brook**

Telephone: 630.368.5000

EZ Pay

Electronic Vendor Payment

EZ Pay allows vendors to have their payments deposited in an authorized checking or savings account via Electronic Funds Transfer (EFT)

Fast

Payments are deposited 1-2 business days following the 2nd and 4th Tuesday of each month.

Secure

Payments are deposited directly in an authorized checking or savings account.

Payment Notification

An email notification is sent three (3) business days prior to the transaction date.

Enroll Today

Payment Notification

EZ Pay payments are automatic and because funds are transferred electronically, the funds will be available immediately.

No more waiting for payments to be mailed or checks to clear.

EZ Pay

Please Print

*Village of
Oak Brook*

Enrollment Form

Vendor Information

Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ **Required for payment notification**

ACH Contact Name: _____

Bank Information

Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Account Information

Checking Routing# _____

Savings Account# _____

**Please
attached
voided
check
(Checking)**

Terms and Conditions

The Village of Oak Brook will deposit funds in the account listed above via Electronic Funds Transfer (EFT) on Wednesday following the approval of bills by its Board of Trustees at their regularly scheduled meetings on the 2nd and 4th Tuesday of each month in accordance with the Illinois Prompt Payment Act (50 ILCS 505). Notification of a pending EFT payment, including the deposit amount and transaction date, will be sent via electronic mail to the address listed above three (3) business days prior to the transaction date.

I AGREE TO THE TERMS AND CONDITIONS LISTED ABOVE

Signature: _____ Date: _____

Print Name: _____ Title: _____