



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT  
500 Castro Street • Post Office Box 7540 • Mountain View • California • 94039-7540  
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The City of Mountain View offers the following payment methods to our vendors:

1. **Epayables Credit Card (“EPAY”)**

Under this program, you would be provided a 12-digit credit card number for you to use to take payments from the City. You will continue to invoice us as per our current terms and conditions. Once we approve an invoice for payment, an electronic remittance advice will be sent to your entity via email, along with approval to charge the card for the authorized net amount. The remittance advice will include statement-type information such as invoice numbers, date, and amount for invoices. Please note that there may be transaction fees associated with this payment method, please consult your merchant services provider. *This payment option is not available to international vendors.*

To sign up for the EPAY program:

- Send an email to [AccountsPayable@mountainview.gov](mailto:AccountsPayable@mountainview.gov) and provide the following information:
  - Business Name
  - Name, Title, and Telephone number
  - Email address for receiving remittance information

2. **Electronic Funds Transfer (“EFT”)**

Under this program, payments of your invoices will be sent via electronic transfer and automatically credited to your account at the financial institution that you designate. You will continue to invoice us as per our current terms and conditions. Once we approve an invoice for payment, an electronic remittance advice will be sent to your entity via email and your bank account would be credited within 2-3 business days. The remittance advice will include statement-type information such as invoice numbers, description and amount of invoices. *This payment option is not available to international vendors.*

To sign up for the EFT program:

- Complete and sign the *EFT Payment Authorization Form* (available online at: <http://www.mountainview.gov/depts/fasd/forms.asp>)
- Include a copy of IRS Form W-9
- Follow the instructions on the EFT Payment Authorization Form to submit

3. **Checks**

If you are not enrolled in either of the above electronic payment programs, payments will be made by checks. You do not have to sign up for this payment method.