



City of Bellevue Payment Options

To increase efficiencies and maintain our commitment to customer service standards, the City of Bellevue is pleased to offer 3 different methods of payment to our vendors, suppliers and/or service providers.

Please review the options below to consider what best fits your business payment needs. Unless otherwise stated, payments from the City of Bellevue will default to a standard check if you choose not to enroll in the preferred methods of payment; **Paymode-X** or **ePayables** that support Going Green.

OPTION #1: Paymode – X is a form of direct deposit into your bank account.

- **Saves time and money** – Reduces your Accounts Receivable labor, expenses and risk associated with checks. The timing of your payments does not change from the City's 30-day net terms or any previously negotiated terms.
- **No Fee** - There is **no charge** to receive an electronic payment from the City of Bellevue via Paymode-X.
- **Enhances cash flow** - Electronic payments provides cash-flow benefits by eliminating mail and paper check float.
- **Fits with existing systems and banking practices** - Requires no purchase of software, no modifications to your existing accounts receivable systems, and no changes to your bank or bank accounts. The City of Bellevue does not save banking information for the vendor, as to maintain account security. This is kept between the bank and vendor during enrollment.
- **Provides multiple layers of security** - In addition to rigorous authentication processes for all network members, Paymode-X employs advanced security technologies and controls to protect your privacy and ensure safe, secure transactions.

To enroll or receive more information, log on to <http://www.paymode.com/cityofbellevue> today. It is easy and only takes 10 minutes to sign up. Should you require personal assistance or have any questions, please contact Bank of America Merrill Lynch's Paymode-X service toll free at **1-866-252-7366**.

OPTION #2: ePayables is a credit card payment. The City will load payments onto a designated credit card for the vendor and they will in turn draw down that card to receive their payment. Vendors signing up for this process must accept credit cards and will incur any merchant fees. No fees will be charged by the City for this payment option.

- **Virtual payables** – A comprehensive electronic solution to accepting electronic payments. Timing for this payment does not change from the City's 30-day net terms or any previously negotiated terms with the vendor.
- **Enhances cash flow** - Improve daily working capital by increasing cash flow, while eliminating inefficiencies of paper-based payments.
- **Payment delivery methods** – Enable faster, more reliable receipt of your payments.
- **Optimization** – Eliminate per-item banking fees/check processing costs.

To enroll or receive more information, please email Sylvia Lock-Kirihara at slock@bellevuewa.gov or call 425.452.6455.

***Note that both options 1 & 2 are accompanied by email with payment remittance information.**

OPTION #3: Paper Check is a hard copy payment that must be deposited by you. If you elect not to enroll in either Paymode-X or ePayables, you will receive a check for payments by mail through the United States Postal Service.