



The City of Bellevue Vendor Payment News

The City of Bellevue has chosen Bank of America Merrill Lynch's Paymode-X[®] to make electronic payments to valued vendors and suppliers.

The City of Bellevue is pleased to announce that we will be making electronic payments available to all of our vendors and suppliers. To accomplish this more efficient form of payment, we have chosen Bank of America Merrill Lynch's Paymode-X[®] product. Please take a few minutes to review this letter and enroll in this service. The enrollment is simple and takes less than ten minutes to complete. You can enroll online at <http://www.paymode.com/cityofbellevue/> today. We value your service and support and are confident that your company will benefit from using Paymode-X.

As a valued supplier to the City of Bellevue, your participation in this initiative will yield many benefits:

- ◆ **Saves time and money** – Paymode-X reduces the labor, hassle, expenses, and risk associated with checks and other traditional electronic payment methods. **There is no charge to receive an electronic payment from the City of Bellevue via Paymode-X.**
- ◆ **Fits with existing systems and banking practices** – Paymode-X requires no purchase of software, no modifications to your existing accounts receivable systems, and no changes to your bank or bank accounts. Your bank account information is stored in the secure Bank of America Paymode-X application. You control who from your organization can view this information by membership privilege assignment. The City of Bellevue does not have access to this information.
- ◆ **Includes detailed remittance information** – Paymode-X enables delivery of digital remittance information along with the payment for easier reconciliation. Each time you receive a payment through Paymode-X, you will be sent an electronic notification.
- ◆ **History of payments** – A detailed history of all Paymode-X payments from the City of Bellevue will be at your fingertips on the Paymode-X website.
- ◆ **Going Green** – Contribute to reducing the use of paper.

Paymode-X offers the City of Bellevue a secure, Internet-based service to make electronic payments to vendors, suppliers and service providers. We strongly believe that Paymode-X represents a measurable improvement over other electronic payment methods, as well as a significant enhancement to our on-going business relationship.

The City of Bellevue would like to begin making electronic payments to you through Paymode-X. To enroll or receive more information, log on to www.bankofamerica.com/paymode/cityofbellevue today. It is easy 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 or call Leslie Hernandez, the City of Bellevue at 425-452-6111. Paymode-X will notify us of your enrollment and electronic payments will begin shortly thereafter.

Sincerely,

Leslie Hernandez
City of Bellevue
Accounts Payable Supervisor